

# Shubham Yashwant Chaudhari

To work with a leading company & acquire a demanding position in an environment where I can best utilize my skills and education for the growth of organization.

## Professional Summary

A well organized, dedicated, hardworking professional that takes pride in work. Currently working with WNS Global as a Associate Operations having 1 year of experience. My skills and experience include: Accounts payable, keying invoices and communicating to Clients& vendors

## Experience

### WNS Global Services,Pune.

Associate-Ops- 1 Year

#### Roles & Responsibilities

- Invoice processing in Accounts payables.
- Handling invoice processing functions for PO, Non- PO
- Raising Query in case of wrong supplier details in the Invoice.
- Taking follow up on the raised queries
- Handle urgent payment queries.
- Participate in weekly finance call with onshore team regarding the discrepancies with the Process.
- Timely completion of client request.
- Check Payment Status of Invoices.
- Interaction with client for escalations & resolutions.
- Follow-up with carriers for invoice to pay.
- Meet goals and expectations of department and other duties like providing training for new joiners and clients, work delegation & responsibilities.
- Research & analysis to improve operations procedures.
- Quality check of Invoice processed.
- Preparing and maintaining file for productivityand efficiency tracker.
- Received many appreciations from Client and Managers for the work I do.

#### Declaration:

The above information is correct to the best of my knowledge and understanding

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## Skills

- Leadership
- Quick learning
- Decision making
- Problem solving
- Conflict resolution
- Time management
- Ability to work under pressure.

## Tools

- HubTran
- Mercury-gate
- Walker
- Ariba
- ROL
- Workday

## Team Collaboration

- Microsoft Teams

## Education

- **B.B.A (Finance)**  
**KBC North**  
**Maharashtra**  
**University Jalgaon**  
**2020**



