

# NANDHITHA RM

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## SUMMARY

Detail-oriented Finance Professional with 3+ years of experience in Accounts Payable and Process Delivery, specializing in end-to-end AP operations and cash management across EMEA and APAC regions. Proven expertise in invoice processing, payment execution, account reconciliation (BlackLine), journal entries, and month-end close activities. Skilled in managing daily cash flows, forecasting payment needs, and optimizing working capital. Proficient in tools such as Coupa for procurement and invoice workflows, and experienced in processing payments through global banks including Citi Bank, Bank of America, Nordea, and JPMorgan Chase. Strong understanding of financial policies, internal controls, and regulatory compliance. Recognized for high accuracy, operational efficiency, and consistently meeting deadlines in high-volume environments.

## SKILLS

Payments	Audit Controls	Reconciliation	Blackline
Cash Management	Vendor Queries	Journal Posting	Oracle ERP
Vendor Master Data	Payment Forecast	Invoice Processing	Helpdesk

## PROFESSIONAL EXPERIENCE

### Process Delivery Specialist

**IBM India Pvt. Ltd., Bengaluru**

**May 2022 - July 2024**

- Payment Activities Management: Handling employee, vendor, intercompany, and tax payments across EMEA regions including Kazakhstan, Turkey, South Africa, and Ukraine.
- Payment Forecasting: Coordinating with Treasury to forecast payment files and ensure fund availability.
- Dispute Resolution: Managing payment disputes and rejections by working with banks and internal teams.
- Cross-Team Coordination: Collaborating with Treasury, R2R, AP Invoice, and AP Payments teams.
- Cash Management: Overseeing daily cash activities across European and Central Asian regions.
- Bank Reconciliation: Performing reconciliations and reporting findings to management.
- Reporting: Preparing weekly negotiable reports for month-end closures.
- Client Interaction: Handling internal/external queries via calls/emails and participating in client meetings.
- Month-End Closing: Active role in AP, PO, and cash management closure activities.
- Payment Transactions: Executing transactions via platforms like JPM, Citi, Nordea, UniCredit, INBIZ, Bankinter, and Standard Bank.
- SLA Compliance: Ensuring payment activities meet agreed turnaround times.
- Knowledge Transfer: Conducting sessions with clients on process updates.
- Root Cause Analysis: Performing RCAs on errors and implementing corrective actions.
- Process Improvement: Identifying and implementing efficiency enhancement strategies.
- Quarter-End Support: Providing support to clients as per requirements.

### Accounts Payable Specialist

**Masimo**

**Aug 2024 - Aug 2025**

- Processed high volumes of PO and Non-PO invoices accurately and on time, in alignment with internal controls and company policies.
- Executed domestic and international vendor payments, ensuring compliance with banking protocols and payment schedules.

- Managed daily cash flow activities, supported treasury in liquidity management, and assisted in optimizing working capital.
- Performed general ledger (GL) account reconciliations and updates using BlackLine, supporting accurate financial reporting.
- Prepared and posted journal entries related to accruals, prepayments, and other AP functions during month-end close.
- Created and maintained financial reports to support monthly closing, variance analysis, and internal audit requirements.
- Collaborated with cross-functional teams to meet month-end deadlines and ensure completeness and accuracy of financial data.

## EDUCATION

**Bachelor of Commerce**

**Jun 2019 - Sept 2021**

**MES Institute of Management Studies, Bengaluru**

Specialization - Finance and Accounting

## ACCOMPLISHMENTS

- 100% Quality Assurance in payments and cash management (2022 & 2023)
- Awarded cash prizes for exceptional performance
- Certified "Controls Champion" (2022 & 2023)
- Certified in "Trust and Personal Responsibility in All Relationships"
- Multiple client and internal recognitions

## DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief. I assure that, if given an opportunity to join your esteemed organization, I will discharge my duties with sincerity and honesty to the satisfaction of my superiors.