# NEHAL A CHHAJED

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## SUMMARY

Detail-oriented and highly organized Accounts Payable professional with 2 years of hands-on experience in managing invoice processing, employee reimbursement, vendor management, and payment cycles. Proven ability to ensure timely payments while adhering to internal controls and company policies. Adept at using accounting software and committed to continuous improvement, delivering high-quality financial support in fast-paced environments.

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## WORK EXPERIENCE

**IBM Pvt Ltd │ Procure-to-Pay (P2P) Finance**                    **May 2024 - Present**

- **Invoice Processing**: Reviewed and processed vendor invoices in Oracle ERP, ensuring accuracy, compliance with internal financial policies, and adherence to regional tax/regulatory guidelines.
- **Vendor Validation**: Verified vendor details (banking, tax, compliance) in Oracle before processing transactions.
- **Travel & Expense**: Managed end-to-end travel and expense processes in compliance with company policies, ensuring accurate documentation, timely reimbursements.
- **Payment Processing**: Oversaw allocation and payment of international data processing charges, ensuring compliance and accuracy across operational cost centers.
- **Host Family Payments**: Managed and tracked host family payments, resolving any bounced transactions.
- **Ticket Resolution**: Addressed finance and Salesforce tickets, coordinating with cross-functional teams to resolve discrepancies.
- **Accuracy and Control**: Proactively identified, assessed, and resolved data or reporting discrepancies, collaborating across teams to support timely issue resolution.
- **Liquidity & Funding**: Prepared liquidity reports and coordinated funding requests for 5+ global entities, reinforcing understanding of cash flow analysis and treasury operations.

**EF Information System │ Procure-to-Pay (P2P) Finance**          **Jun 2023 - May 2024**

- **Invoice Processing**: Handled invoice review and processing in Oracle, Basware, and Kofax, ensuring policy compliance.
- **Vendor Management**: Maintained vendor records in Oracle, validating bank and tax details per procurement guidelines.
- **Employee Reimbursements**: Reviewed employee expense claims in Oracle and Expensify, ensuring compliance with reimbursement policies.
- **Payment Processing**: Executed payments for vendors and reimbursements via Oracle and Coda, ensuring accuracy and timeliness.
- **Ticket Resolution**: Resolved finance and Salesforce tickets, collaborating with internal teams to fix discrepancies.

## EDUCATION

- MBA in Finance
  GEMS B School
  <div align="right">2022 - 2024</div>

- Bachelor of Commerce - KLE College of Commerce
  Score - 94%
  <div align="right">2019 - 2022</div>

- Pre - University - National PU College
  Score - 95%
  <div align="right">2017 - 2019</div>

- SSLC - Jaycees English Medium School
  Score - 94%
  <div align="right">2017</div>

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## KEY SKILLS

- Invoice Processing
- Liquidity & Funding Reporting
- Payment Processing
- Employee Reimbursements
- Attention to Detail
- Time Management
- Oracle ERP
- Vendor and Bank Detail Validation
- MS Office tools
- Bank Portals
- Communication & Collaboration
- Adaptability

## LANGUAGE

- English
- Hindi
- Kannada

## AWARD

- Received Award of Quality from Education First, recognizing exceptional work quality and dedication to process excellence.