

# BHOOMIKA R

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## SUMMARY

Budding professional with over 3.1 years of experience in effectively managing accounts payable processes. Skilled in Procurement, T&E, Payments and Invoice processing and maintaining strong vendor relationships. Seeking to leverage expertise to contribute to the accuracy and efficiency of a finance department.

## EDUCATION

### BACHELOR OF COMMERCE

Seshadripuram College, Bengaluru

Jun 2019-Sep 2021

## SKILL

- Oracle ERP
- Invoice processing
- T&E
- SAP
- Payments
- Procurement
- Citi bank portal
- Service now

## PROFESSIONALEXPERIENCE

P2P| IBM| Bengaluru

### Travel and expense processing

**JAN 2022-APR-2025**

- Managed end-to-end travel and expenses (T&E) claims for employees across multiple regions (India, Europe & APAC). Verified and audited expense reports, ensuring compliance with company policies and regional tax rates. Handled escalations and ensured timely processing according to SLA and TAT set by the client.
- Applied tax rates for various regions and managed exceptions in compliance with local regulations.
- Processed credit card and personal expense reports for South Africa employees manually in Oracle P9.
- Addressed employee queries through Service Now and Teams calls, ensuring clear communication and resolution of issues.
- Prepared quarterly accruals and handled credit card-related inquiries via the Citi Bank portal

### Procurement

- Created and amended Purchase Orders (POs) in Oracle ERP and resolved discrepancies. Generated procurement-related reports for management and requestors in Europe, India & APAC regions.
- Managed PO reviews and maintained effective communication with vendors and internal stakeholders.
- Created Blanket Purchase Orders (BPAs) and managed changes to requestor and preparer details within POs and PRs.
- Ensured the closure of POs in ERP systems, maintaining proper documentation and compliance with SLA.

### Invoice processing:

- Processed high volumes of PO and non PO invoices accurately and on time, in alignment with internal controls and company policies.
- Reviewed and validated vendor details, tax information and payment terms.
- Matched purchase orders, goods receipts and invoices (3-way and 2-way matching) to ensure correctness before postings.
- Invoice processing and credit note processing , including urgent payments.
- Managing the mailbox, email queries and responding promptly
- Reviewing vendor open items weekly.

**Payments**

- Managing payment disputes and rejections by working with banks and internal teams.

**Reporting**

- Sent monthly Credit Card Aging Reports to employees, ensuring timely resolution of outstanding credit card expenses and promoting financial accountability.
- Worked on the Cash Management clearance.
- Managed and generated the Accounts Payable Trial Balance (APTB) Report for the 201200 account.
- Sent Open Purchase Orders(PO) Reports to clients, providing transparency into pending orders and facilitating timely follow-ups on outstanding POs.

**Month-End Close Activities**

- Played a key role in month-end close activities by preparing accruals, performing period open/close in SharePoint and EBS, and running various reports for financial accuracy.
- Supported automation projects for PO and AP closures to streamline operations and ensure timely financial closing.

**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.