
Shashidhar. N

Bangalore

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ABOUT ME

- Bachelor's degree holder specialized in finance and an experienced Accounts Payable Associate with exceptional strategy in processing invoices with/ without PO(P2P), Accounts Payable, Invoice Reconciliation, Tax Correction with detailed working knowledge of SAP4 HANA, MIRO and Zycus.

EXPERIENCE

August 2023 -
September 2024

- **Accounts Payable Associate**
Tata Consumer Private Limited
 - PO and Non PO invoice processing in Indian Currency in SAP4 HANA, MIRO
 - Processing invoices using 2-way and 3-way matching, identifying the invoices with line variance and Tax Variance and provide solution for the same.
 - Invoice Processing of multiple categories such as Freight, General Services, Primary and Secondary Freight, Packaging,Utility Bills.
 - Quality checking of processed invoices and delivering critical invoices with immediate resolution.
 - Duplicate reviews on invoices to avoid multiple payments.
 - Processing invoices with multiple tax codes and TDS
 - Maintaining 100% Accuracy in invoice processing and handling tax corrections.
 - Interact over email with the PO buyer and requester to resolve PO issues and other invoice issue.
 - Checking invoices posted on daily basis.
 - Preparing Audit File, MSME Reports, Allocation file.
 - Managing deliverables and handling complex situations.
 - Provided training to new hires on Invoice Processing.

October 2024 -
Present

- **Accounts Payable Executive**
ID FRESH FOODS PRIVATE LIMITED
 - Invoice Processing (PO and NON- PO) invoices in SAP BUSSINES ONE
 - Processing invoices using 2-way and 3-way matching, identifying the invoices with line variance and Tax Variance and provide solution for the same.
 - Invoice Processing of multiple categories such as Freight, General Services, Primary and Secondary Operatin , Packaging,Utility Bills etc
 - Posting payment entries for Outgoing payments
 - Processing Jornal Entries
 - Preparing vendor reconciliation statement
 - Interact over email with the PO buyer and requester to resolve PO issues and other invoice issue.
 - Processing salary to Third party vendors
 - Preparing quaterly balance statements
 - Creating of Paayment file

SKILLS

- Team Management and Team Work
- Leadership Qualities
- Persistent Problem Solver
- Strong attention to detail
- Adaptable to new technologies
- High level of accuracy
- Natural negotiator
- Goal Oriented
- Creative and dynamic in carrying out activities

TOOLS AND TECHNOLOGIES

- SAP4 HANA
- MIRO
- ZYCUS
- MS Word
- MS Excel
- PowerPoint Presentation
- Outlook and Gmail
- Onedrive and Google Drive
- Windows 10 and Windows 11

EDUCATION

2018 - 2022

- **Oxford College of Management**
Bachelor of Commerce (Finance)

LANGUAGES

- English
- Listening - C2, Reading - C2, Writing - C2, Spoken Production - C2, Spoken Interaction - C2
- Kannada
- Listening - C2, Reading - C2, Writing - C2, Spoken Production - C2, Spoken Interaction - C2
- Telugu
- Listening - C2, Reading - C2, Writing - C2, Spoken Production - C2, Spoken Interaction - C2
- Hindi
- Listening - C2, Reading - A1, Writing - A1, Spoken Production - A1, Spoken Interaction - A1
- Levels: A1 - Basic, C2: Proficient User

ACHIEVEMENTS & AWARDS

- Received star performance award for outstanding performance.
- Received multiple client side appreciations from providing quality service of work.