

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.