

AALAAP AMAR PATANGE

SENIOR ACCOUNTS
PAYABLE EXECUTIVE

PHONE | (+91) 9075157502
EMAIL | aalaap.patange@gmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 14 Years 0 Month

Key Skills

- Bank Reconciliation
- Cash Voucher
- Journal Voucher
- Credit Note
- Debit Note
- PO
- GRN
- Vendor Management
- P2P
- Invoicing
- Vendor Payments
- Vendor Reconciliation
- SAP FI
- Accounts Payable
- Team Leading

Certification

- Milestone 2.0, Project Communicare, People Management, Problem Solving And Analytical Skills, Decision Making

Languages

- English

Profile Summary

Worked with Infosys BPO Ltd A/c payable & receivable for 8 years. Worked with WNS Global Services Pvt. Ltd. as a Lead Associate in A/C payable/ receivable for 1.6 years. Worked with Kirtane & Pandit LLP as Finance Executive 6 months. Worked with Satguru Travels & Tourism Pvt Ltd. as Assistant manager for 1.6 years. Working with Ethiqua Global Pvt Ltd as Senior Accounts executive. In my comprehensive 12 years of experience, I have performed several tasks, such as handling a team of 13 members along with handling tickets of our premium clients and maintaining a TAT of 12 hours. I have had an excellent track record and been awarded as Star performer for several quarters. My daily work activity includes preparing SLA report, Production report, KPI report, Scanning report, Reconciliation report, Invoice processing in SAP, GRIR. Experience in working on primary tools such as READ SOFT, DEEP, BASWARE. Note : Available for immediate joining.

Work Experience

Senior Accounts Payable Executive

Ethiqua Global Pvt Ltd

02/2025 - Present

Invoice processing, Vendor payment, GRIR reconciliation, Vendor reconciliation, Vendor query solving, ORACLE for Invoice processing.

Asst. Mgr Accounts Payable

Satguru Travels & Tourism Pvt. Ltd.

12/2022 - 02/2025

SAP FICO, invoice processing, PO & NON PO, SERVICE invoices, CREDIT NOTE processing, GRIR reconciliation, vendor payment, vendor master data, reconciliation, preparing production reports, KPI reports, SLA reports, client escalation handling, guiding the team to achieve targets, conducting 1 on 1, daily team huddle and sharing process updates.

Senior Accounts Payable Executive

Kirtane & Pandit LLP

02/2022 - 12/2022

Service invoice processing in SAP, credit note posting, po Invoice processing, 3 way match, 2 way match, GRIR clearing, GRIR reconciliation.

Team Lead account payable

WNS GLOBAL SERVICES PRIVATE LIMITED

02/2020 - 10/2021

ACCOUNT PAYABLE Managing a team of 14 members, solving queries, scanning and processing invoices. 3 way match and 2 way match in SAP. Production report, SLA Report, Helping the team in project implementation and finalisation. Conducting monthly 1 on 1. Guiding the team in achieving Production targets as well as quality percentage, Conducting daily team huddle and sharing process updates with the team as and when needed, Reporting team progress to the manager, Client escalation handling.

Senior Accounts Payable Executive

Infosys BPM Ltd

02/2012 - 02/2020

ACCOUNT PAYABLE Experience of Processing invoices in SAP. Worked on GR/IR in SAP. 3 way match, 2 way match. Preparing KPI Report, production report, reconciliation report. Providing floor support to the team as and when needed, client escalation handling. Completed process improvement project.

Education

MBA/PGDM - Finance

2012

G. H. Rasoni institute of management and research

Grade - 52%

B.Com - Bachelor of Commerce - Commerce
2010

Symbiosis, Pune

Grade - 53%