Suyash Srivastava

Specialist

3 Years 0 Month | (+91) 8840268714 | srivastavasuyash82@gmail.com

> Detail-oriented and organized accounts payable Specialist with 3 years of experience streamlining accounts payable processes.

Key skills

- Vendor Management
- MDM
- SAP ERP
- Sap Hana
- Communication Skills
- PTP
- Procurement
- P2P
- Sap S4Hana
- SAP Ariba
- Accounting
- Accounts Payable
- Finance
- SAP
- Invoice Processing
- Excel
- Payables
- MS Office
- Invoicing

Technical Skills

- Python
- SAP Ariba
- SAP S4Hana

Personal Information

City
Gurugram

Profile Summary

Detail-oriented and organized accounts payable specialist with 3 years of experience streamlining accounts payable processes. Focused on providing transparent communication and documentation to improve efficiency and proficiency in invoice reconciliation looking for a better opportunity to enhance skills and knowledge and proactively committed to contribute to the growth of an organization.

Education

B.Sc, 2017

Chhatrapati Shahu Ji Maharaj University (CSJMU)

12th, 2014

Uttar Pradesh, English

10th, 2012

Uttar Pradesh, English

Work Experience

Aug 2023 - Present

Specialist

Ameriprise Financial

Processing of PO as well as Non-PO invoices in Ariba. Monitored all payments and expenditures, including purchase orders, invoices, account statements and committed to reconcile the invoices with accuracy. Directly dealing with vendors regarding the services that they provide and if any discrepancy found then responsible for resolving it with 1 business day. Responsible for processing the invoice related to market data service by using different tools like SAP Ariba, Market Data Management Tool (MDM) and TRG Optimize. Responsible

Country	INDIA

🗨 Languages

- Hindi
- English

for ensuring that all the cost of services are correctly allocated to the correct and specified cost center and if found any discrepancy then resolving it within specified timeline by connecting with respective stakeholders.

Mar 2021 - Jul 2023

Accounts Payable Executive

HclTech

Approved and paid invoices before deadlines, corresponding with vendors within 1 business day about issues and discrepancies. Monitored all payments and expenditures, including purchase orders, invoices, account statements and committed to reconcile the invoices with accuracy. Updated and reconciled vendor files and statements each month and prepare month-end reports of all the reconciled and non-reconciled invoices and if any issue persists then connect with the concerned spoc to get it resolved at the earliest possible time. Analysed and verified vendor invoice numbers and purchase orders information, decreasing errors by 80% in releasing payments to the vendors. Used Toscana (HCL Specified) software system to route invoices for approval and ensured prompt routing and management of all invoices. Built and maintained relationships with vendors and employees, supporting a matrix environment. Processed invoices with appropriate documentation and approval, utilising Microsoft Excel to track and organise payments. Compared and verified invoices, purchase orders, and contract pricing verification and manual processes.

🧳 Projects

28 Days

Tax Code Creation

Associated with Ariba Technical Team to get the new tax codes updated in Ariba so that the invoice processing becomes simpler.

31 Days

WHT compliance

Associated with tax team for proper deduction of TDS wherever possible in cross border transactions.

🖥 Certification

- COURSE ON COMPUTER CONCEPTS
- Fundamentals Of Digital Marketing
- Python All in one course By udemy