

Mr. PRATEEK A. BABSHET

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Communication Address

Kanaka Nivas

Near Ganesh temple Old Dandeli

Dandeli –581325Tq.Haliyal Dist.Karwar

State- Karnataka



CAREER OBJECTIVE

Eager to secure a challenging position in a growing organization where I can effectively utilize my skills and want to be recognized as a contributing employee and want to help in the organization.

EDUCATIONAL QUALIFICATION

Qualification	Institution	Board/ University	Year	Percentage
MBA (FINANCE & MARKETING)	Jain College of Engineering, Belagavi	Vishwasarya Technological University	2017	57%
B.B.A	JSS SMI UG & PG Studies, Dharwad	Karnatak university Dharwad	2015	57%
PUC	Bangur nagar junior college, Dandeli	Department of pre-university education	2012	59%
SSLC	St. Michael's Convent Eng.Med.high school Dandeli	Karnataka secondary education examination board	2010	60%

STRENGTHS

- Accepting tasks as challenges & opportunities to learn
- Adaptability
- Collaboration and cooperation in the organization
- Initiative
- Logical thinking
- Self-motivated

TECHNICAL PROFICIENCY

- Good Knowledge of operating systems
- Good skills of Microsoft office suite
- SAP Application in payments (Accounts payable)
- Ability to learn and implement new technical skills within a short period of time

PROFESSIONAL EXPERIENCE

DXC. Technology (H P enterprise services)

Period : March 28th 2019 to till date
Designation : Senior Assistant Accounting
Role : Global payments cash management (Accounts Payable) and Vendor Invoice processing

Pierian Services Private Limited

Period : March 5th 2018 to February 28, 2019
Designation : Executive
Onsite – clint at DXC. Technology (H P enterprise services)

Career in Global Payments

- Responsible for “Electronic Fund Transfer” (EFT)
- Responsible for solving all the issues with the automatic payment file to ensure that the payment file is sent to bank within the cut off time.
- Stabilization of process by reviewing & improving the process by working closely with treasury of each Asia Pacific Region
- Timely Payment processing
- Accuracy of Payment processing
- Resolving discrepancy cases
- Timely completion of Payments activity
- Ensuring the adequate funds are available in our account to avoid Overdraft
- Work on exceptional list fallouts
- Major responsible to resolve the payments rejects in bank level (Reversal and Clearings)
- Investigation and reversal of payments which are rejected by bank.
- Performing the clearings in SAP once debit is taken place in our account.
- Performing the manual payment in case of issue in automatic payment run.
- Working on several banking applications (Citi Direct, Bank of America, JP Morgan Chase)
- Responsible for manual inputting in JP Morgan Chase.
- Responsible for running the payment run (SAP)
- Investigating and resolving the queries which are raised by AP and AR teams
- Monitoring and assigning the mails in Generic mailbox
- Communicating with bank reconciliations team to match the GL accounts with bank statement
- Working with vendor data maintenance team to make necessary changes at database as per country specifications
- Responsible to stop the payment if there is the payment is sent wrong
- Stopping the payment run based on communication sent by bank or internal teams on currency holidays

Vendor Invoice processing

- Handled high volume of Invoices from the Vendors.
- Processing of different types of invoices related to vendor's like PO based invoices, Non-PO invoices, Utility invoices with 100% accuracy and without missing the TAT.
- Performing the RTV'S
- Investigate on invoice discrepancies and follow up with requestor.
- Processing MEC activities (JE, OTP)
- Investigate and post rejected transactions that have not been successfully posted into the System after validation
- Analyzing the reason for block documents in PJ1.
- Sending block doc report to buyers.
- Analyzing GIT and RNB reports.
- Sending GIT and RNB reports to project manager.
- Ensure all emails and other queries are answered within the time stipulated under the agreed within the department.
- Identifying duplicate records, reverse and manually cleared in F-44
- Handle manual and automatic payment requests.
- Handling Service now tickets.
- Involved in query handling through calls and E mail follow ups.
- Where the invoice details are incomplete contact the Requestor and request to Resubmit the invoice for payment.
- Cancel payments in accordance with Client request.
- Achieve Targets on the volumes assigned on Daily basis.
- Parking of invoices in SAP – Blocked Invoice.
- Support analyzing CAPA error log, escalations and subsequent action planning.
- Blocked document research follow up & resolution.
- Finding out the purchase order raised was marked for deletion or fully booked or over booked.
- Ensure timely payment of vendor invoices.
- Assist the client to raise funds in PO if it doesn't have sufficient funds to process.

QUALITY REPRESENTATIVE:

- Follow up with daily updates & updating team
- Interacting with team leader and put forth queries and concerns of the team while in processing
- Ensure that TAT and Quality levels are met on a Daily basis
- Ensure the payment is successfully reached to vendor / customer
- Timely & accurate response with complete resolutions

ACADEMIC PROJECTS

Project during MBA

- “INDUSTRIAL RELATION” in HYUNDAI. At BELAGAVI
- Participated in the mega saving held at BIG BAZAAR. At BELAGAVI
- PROJECT REPORT :-WORKING CAPITAL
COMPANY :-WEST COAST PAPER MILLS LTD., DANDELI

Project during Graduation

- PROJECT REPORT :- FINANCIAL MANAGEMENT
COMPANY :-SHREYAS PAPERS PVT. LTD., DANDELI

PERSONAL PROFILE

Father Name : Mr. Anil G. Babshet
Date of Birth : 17/06/1994
Linguistic Proficiency : English, Hindi, Kannada, Marathi, Konkani.

Date:

Place:

PRATEEK A. BABSHET