

# Manisha Verma

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An energy-driven professional, targeting challenging assignment in Accounts payable & Controllership with a leading organization.

## CORE COMPETENCIES

Integrated Safety

Accounts payable

Controllership

Training & Skill Development

Process Optimization

Procurement & Resource Planning

Client & Workforce Management

Lean Implementation

## PROFILE SUMMARY

- A result-oriented professional with 4 years of experience in Accounts payable & Controllership
- In this role, I was acting as a Finance Operations pillar which is responsible for executing day-to-day operations (Invoice Management, Helpdesk Service, Travel & Living, P2P cycle, Cop Cards, Reconciliations) for our clients.
- Protected and executed all aspects of corporate assets by establishing a control framework and audit environment and ensure those frameworks are implemented and followed.
- As Accounts Payable Associates I am ultimately responsible for ensuring vendors are paid within contractual terms; that invoices are processed accurately and paid with appropriate approvals and support.
- As AP Associate, I also lead all aspects of the travel and expense and corporate card program to ensure that reimbursements enforce to company policy, paid timely and processed accurately.
- An effective communicator with excellent relationship building and problem-solving & organizational skills.

## ORGANISATIONAL EXPERIENCE

Since July 2017 with Genpact, India as Process Developer

2019 – 2021 : Working as Process Developer in Accounts payable & Controllership

### Key Responsibilities:

- Transactional Processing for Purchase order and non-Purchase order backed invoices.
- Answer Helpdesk queries from vendors and internal partners via phones and emails.
- Execute Payment run as per the companies' guidelines.
- Conduct audits of invoices and expenses to ensure compliance with company policies and to protect frauds, waste, and abuse.
- Working to resolve discrepancies with clients and departments or individuals throughout the firm.
- Provide accurate and helpful support with supplier inquiries.
- Program administration and oversight of the company's corporate card program.
- Responsible for system administration of Concur, collaborating with technical teams to address problems and implement improvements.
- Experience working with Servicedge, CMP, ERP & Concur Travel & Expense systems.
- Demonstrated intellectual curiosity and ownership for the creation and implementation of excellent processes.
- Demonstrated the ability to think at the goal level (smart, agile, common sense).
- Excellent written and verbal communication skills, with a customer service mentality.
- Working as HR analytics for organising meetings and joint activities for Teams (In-door & Out-door).

## ACADEMIC DETAILS

2017 : **Master's In business Admiration** from Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh .

2015 : **Bachelor of Commerce** from Chhatrapati Shahu Ji Maharaj University, Kanpur, Uttar Pradesh .

## CERTIFICATIONS

- Certified in 'Six-Sigma Green Belt .
- Certified in 'Procurement to Pay.

## TRAININGS

- Received training for 'Concur.
- Received training for 'Servicedge.
- Received training for 'CMP.

## PERSONAL DETAILS

Date of Birth : 05<sup>th</sup> September 1994

Languages Known : English and Hindi

Marital Status : Married

Visa Status : Required

Address : RZ-158, Street Number – 8, Vishwas Park, Uttam Nagar, New Delhi - 110059