

Yatish Chhatrapati

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SUMMARY

Experienced Procure-to-Pay (P2P) Specialist with 5 years of comprehensive expertise in managing the procurement cycle, invoice processing, and payment operations. Proficient in leveraging ERP systems to streamline processes, enhance efficiency, and ensure compliance. Demonstrated ability to build strong supplier relationships, implement process improvements, and support cross-functional teams to achieve organizational goals.

PROFESSIONAL EXPERIENCE

Accenture Services Pvt Ltd.

(Feb 2022 – Present)

Procure to Pay Operations Associate

(UK Shift 2023–24: Greece, Romania, Hungary)

(US Shift 2022–23: North America and Latin America)

- Successfully managed the transition phase of European Union projects (Greece, Romania, Hungary) and United States projects (North America and Latin America). Demonstrated proficiency in navigating complex project environments and ensuring smooth transitions familiar with VAT / Tax codes in various countries.
- Over 5 years of experience in invoice processing, adept in using SAP FICO, PSINOV, VIM, Coupa, SHIFT, and handling intercompany invoices through MIR6. Proven track record of maintaining accuracy and efficiency in financial transactions.
- Managed P2P processes including Invoice Processing, Vendor Reconciliation, Expense Management, Payment Scheduling, Supplier Queries, Compliance Verification, Reporting, Audit Preparation.
- Allocate tasks clearly, specifying the expected outcome and deadlines. Ensure each team member understands their responsibilities and the criteria for QC.
- Review the current workload and expertise of each team member. Match tasks to team members based on their skills and current capacity.
- Identify which tasks are urgent and need immediate attention. Prioritize based on the impact on the project or product quality.

- Assist with month-end and year-end closing procedures, ensuring timely and accurate financial reporting; support internal and external audits by providing documentation and explanations related to accounts payable processes.
- Oversaw payment processes, ensuring timely disbursements and maintaining compliance with financial policies.
- Ensure that payment proposals are accurate and align with the agreed terms and conditions.
- Implemented process improvements that reduced invoice processing time by 20% and enhanced overall efficiency.
- Document the interaction and resolution for future reference and to improve the handling of similar queries in the future.
- Maintain technical knowledge by attending educational workshops.
- Coordinated invoice processing and verification, achieving a 98% accuracy rate in invoice matching and resolving discrepancies swiftly.
- Build and maintain positive relationships with vendors by responding to inquiries and resolving payment-related issues promptly.
- Respond to vendor inquiries and maintain positive vendor relationships via email, zoom and MS Teams.

Genpact India Pvt. Ltd.

(April 2019 – Feb 2022)

Process Associate (UK Shift to Belgium)

- Process all invoices assigned within the required Turnaround Time.
- Handle all queries and activities as allotted by Management.
- Manage the generic mailboxes daily basis.
- Update all day-to-day trackers as per the timelines.
- Publish daily, weekly, Fortnight, monthly and month end closure reports on time.
- Ensure timely and accurate billing, processing invoices, and managing orders.
- Handle 2-way and 3-way invoice matching to resolve discrepancies.
- Process invoices in SAP FICO with 100% accuracy, following internal policies.
- Identify and fix errors in invoice processing.
- Create or update vendor information with the VMD team as needed.
- Handle HCP vendor invoices with zero-day turnaround.
- Process PO and non-PO invoices, credit notes, downpayments, and PRFs.
- Experienced with ERP tools: OCR, VIM, Ariba, Serengeti.
- Achieve high process efficiency and accuracy.
- Validate, Rectify and Update errors identified by the Verification team.
- Contribute to team metrics and SLA deliverables.
- Reporting and finding new ideas for process simplifications.

ACHIEVEMENTS

- RNR award in 2024.
- Client value creation award 2023.

- Best People Award 2022.
- Awarded as a top performer in invoice processing in 2022, Accenture Services Pvt. Ltd.
- Awarded as a top performer in invoice processing in 2021, Genpact India Pvt. Ltd.
- Awarded as a top performer in invoice processing in 2020, Genpact India Pvt. Ltd.

TECHNICAL SKILLS

- ICC
- SAP FICO, S4 HANA
- SHIFT
- Coupa
- ARIBA
- SERENGETI
- DFM (Data Workforce Management)
- MS-Office

EDUCATION

MBA (Financial management)	(2018)
Jaipur National University, Jaipur	
67.80%	
B. Com (Finance and Cost Accounting)	(2012)
S.S.M College of Commerce, Pune.	
64%	
Central Railway Senior Secondary High School, Bhusawal.	(2009)
CBSE (Central Board of Secondary Education) Board - H.S.C	
69.40%	
Central Railway Senior Secondary High School, Bhusawal.	(2007)
CBSE (Central Board of Secondary Education) Board - S.S.C	
43.67%	

FUNCTIONAL SKILLS

Flexible, team player, communication skills, analytical skills, problem solving, creative, goal-oriented, adaptability, innovative thinker, positive attitude.

CERTIFICATIONS

- POSH Training.
- COBE (Code of Business Ethics): Fundamentals of Doing the Right Things
- Tally ERP
- Diploma in office automation.
- MS Office

INTERESTS

- Reporting and process improvement/simplification.
- I am interested in the mobilization process.

HOBBIES

I like to work out to be fit, go for morning and evening walks, listen to music, play chess, and play station.

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.