

# SUBHASHINI B

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## PROFESSIONAL SUMMARY

Finance & Accounting Professional with 9+ years of experience in Accounts Payable, Accounts Receivable, Vendor Management, and Dispute Resolution. Skilled in invoice processing, reconciliations, collections, and payment management across large-scale business operations.

## CORE COMPETENCIES

Invoice Processing | Payment Processing | Vendor Reconciliation | Bank Reconciliation | Dispute Management | Cash Application | Credit Collections | GST Compliance | Financial Reporting | Month-End Closing | ERP Systems | Process Improvement

## PROFESSIONAL EXPERIENCE

### Senior Payable Analyst – TEKsystems | Walmart Global Tech | Aug 2025 – Jun-26

- Manage Walmart SQEP disputes using HighRadius and support deduction recovery.
- Analyze chargebacks, shortages, packaging, labeling, and compliance-related claims.
- Ensured ASN accuracy and compliance before shipment to Walmart.
- Conducted quality checks, handled escalations, and resolved complex process issues through effective stakeholder coordination.
- Investigate payment discrepancies and validate supplier documentation.
- Achieved a 10%–40% reduction in invalid SQEP deductions through data-driven dispute resolution and stakeholder coordination.
- Handle AR Next Gen payment posting, reconciliation, and deduction tracking.
- Investigated Payment blocks Via GR/IR discrepancy analysis & duplicate detection.
- Maintain Sox-compliant documentation, delivered 100% accuracy in payment block resolution & audit support.

### Accounts Executive – Proconnect Supply Chain Solutions | Dec 2023 – Aug 2025

- Processed Vendor invoices and ensured timely payment execution
- Maintained and updated vendor master data accurately
- Managed po and non-po invoice processing activities
- Supported to the PR team in po preparation and invoice to po matching activity
- Performed vendor Account reconciliation and discrepancy resolutions
- Identified and prevented duplicate invoices and payments
- Resolved invoice exceptions and stake holders queries efficiently.
- Supported month end closing and AP reporting activities
- Processed travel & expenses claims in accordance with company guidelines.
- Prioritize urgent and ageing invoices to ensure timely processing and Payment
- Processed payments through Cheque, DD, and NEFT.
- Ensured adherence to SLA targets and maintained high levels of process efficiency.
- Performed bank reconciliations and resolved account variances.
- Prepared monthly accruals and provisions to ensure accurate financial reporting

- Handled GST reconciliations and ensured tax compliance

#### **Regional Accountant – SIS Prosegur Holdings Pvt Ltd | Jul 2022 – Jul 2023**

- Managed branch accounting, imprest payments, and vendor payment processes.
- Handled invoice generation, bill booking, and ERP-based financial transactions.
- Managed collections, receivables, and customer payment follow-ups.
- Resolved customer disputes, escalations, and account-related queries.
- Managed inventory records and employee asset tracking.
- Performed cost analysis, profitability reporting, and business forecasting.
- Handled GST reconciliation, inventory management, and employee reimbursements.
- Monitored ageing receivables, payment allocations, and collection performance.

#### **Accountant – Secure Value India Ltd | May 2016 – Jun 2022**

- Managed petty cash operations and financial transactions across 14 branches.
- Handled Accounts Payable, Accounts Receivable, and regional payment processing.
- Supported monthly, quarterly, and annual financial closing activities.
- Managed cash flow, bank transactions, budgeting, and forecasting activities.
- Coordinated vendor payments, reconciliations, and invoice processing.
- Processed payroll for 1,500+ employees and maintained HRMS records.
- Supported new joiner training, knowledge transfer, and continuous improvement initiatives to enhance team productivity and process efficiency.

### **TECHNICAL SKILLS**

SAP S4 HANA, High Radius, Ramco ERP, Tally ERP, Microsoft Office

### **EDUCATION**

Bachelor of Computer Applications (BCA)-2013 to 2016

Soka Ikeda College of Arts & Science for Women, Chennai (Madras University)

### **PERSONAL DETAILS**

Gender : Female

Current Address: NO: 469/5, Annai Indra Nagar 2<sup>nd</sup> street, Old Perungulathur, CH-600063.

Nationality : Indian

### **ACHIVEMENTS**

- Contributed to process improvements across finance operations.
- Maintained strong vendor relationships through timely issue resolution.
- Received appreciation for delivering error-free updates in MIS Reports.

### **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: Chennai**

**yours sincerely,**

**Date :**

**(SUBHASHINI. B)**