

NAMITHA PUTTARAJU

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SUMMARY

Procure-to-Pay Analyst with over 7 years of experience in Accounts Payable, specializing in Invoicing, Purchase Orders, Incoming Grants Management, Reporting, and Risk Management.

EXPERIENCE

Accenture Pvt Ltd

Bengaluru, India

Process to Pay Analyst(P2P)

Feb 2020 - May 2024

- Processed and validated purchase orders, invoices, and check requests, ensuring compliance with company policies.
- Created and amended purchase orders and goods receipts in SAP as needed.
- Processed monthly employee expense claims and creating payment files.
- Processed invoices and audited travel & expense reports using SAP HANA S4, requesting missing invoices from counterparties post-reconciliation.
- Tracked and reported incoming grant funds in the Grants Management (GM) Module.
- Recorded contributions received and program refunds in the GM module.
- Produce Financial Statements on Funds Utilization as and when required/ requested.
- Investigated and evaluated automation opportunities for donor allocation, incoming fund tracking, and donor reporting.
- Actively participated in testing and implementing selected automated solutions.
- Collaborated with internal departments and external vendors to swiftly resolve payment issues and respond to inquiries.
- Developed and implemented control checks to ensure process completeness and accuracy.
- Conducted regular audits of vendor accounts to identify and resolve discrepancies.
- Prepared and maintained reports, including vendor statements, aging reports, and payment schedules.
- Implemented and maintained systems, identifying improvement areas and recommending solutions.

Pierian Services Pvt Ltd

Bengaluru, India

Process Executive (P2P)

Nov 2016 - Feb 2020

- Monthly supplier account reconciliations
- Processing, matching and posting large volumes of supplier invoices in a multi-currency/entity environment
- Various AP Admin tasks, such as master data requests, document and mailbox management etc.
- Performed audit-related activities as required.
- Assisted in vendor selection and evaluation, performing due diligence and maintaining the vendor database.
- Managed the procurement process from requisition to payment, ensuring timely and accurate transactions.
- Ensured timely payments of vendor invoices and expense reports, fostering positive team and stakeholder relationships.

SKILLS

Accounts Payable | Vendor Management | Expense Management | Microsoft Excel | SAP HANA S4 | Financial Reporting | Accruals | Purchase Orders | MIS Reporting | Payment Processing

EDUCATION

- Master of Business Administration, Data Science and Analytics - **Manipal University Jaipur, India (June 2022 to Sept 2024)**
- Bachelor's Degree - **Vijaya College, Bengaluru University, Bengaluru, India (May 2013 to June 2016)**