

# PRACHI PHADNIS

## CONTACT DETAILS

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## EDUCATION

- 2017  
Bcom(Graduation)  
Pune University
- 2014  
12<sup>th</sup>  
MES Garware College of Commerce

## CORE COMPETENCIES

Accounts Payable Management  
Business Process Optimization  
P2P Operations  
Invoice & Payment Processing  
Auditing & Quality Check  
Billing & Vendor Reconciliation  
MIS Reporting & Documentation  
Operational Excellence  
Report Analysis

## CERTIFICATIONS

DELF B1- French Language  
SAP MM -S/4 HANA

## TECHNICAL SKILLS

Advanced Excel (Pivot Tables,  
VLOOKUP)  
SAP Ariba

## PERSONAL DETAILS

Address : Pune  
DOB : 7<sup>th</sup> May 1996  
Languages Known : English, French, Hindi & Marathi

## JOB OBJECTIVE

*Versatile & multi-tasking professional emphasizing expertise in accounts payable and compliance to contribute effectively to financial operations and initiatives within a progressive organization.*

## PROFILE SUMMARY

- **A result-oriented professional with nearly 4 years of experience** in finance and product compliance, specializing in Accounts Payable and invoice processing within high-paced environments.
- **Currently serving as a Senior Product Compliance Associate at Amazon**, responsible for evaluating rule violations and recommending corrective procedures while enhancing process efficiency.
- **Wealth of expertise entails the processing of the Accounts Payables function** including supervising the month-end closing process, reconciliation of ledgers & timely & accurate processing of invoices, purchase orders, expense reports, credit memos & payment transactions.
- Expertise in managing P2P Processes including processing of invoices within set TAT.
- **Extensive knowledge of various financial reporting tools**, particularly SAP Ariba, & advanced Excel functionalities to analyze data and produce insightful reports.
- **Bilingual proficiency in French and English**, ability to navigate complex financial landscapes and foster effective communication across diverse teams.
- **Excellence in building strong, lasting relationships at all levels**, an excellent communicator with an aptitude for collaborating with internal & vendor executives, and key stakeholders to identify business needs and develop winning solutions.

## WORK EXPERIENCE

**Dec'22- Till Now | Senior Product Compliance Associate, Translation Associate Amazon**

### Key Result Areas:

- Evaluating and reporting violations of established rules, regulations & policies, while recommending corrective actions to ensure compliance with organizational standards.
- Classifying a diverse range of products based on their hazardous material levels, adhering to the Standard Operating Procedures (SOP) provided by the source team.
- Proposing innovative ideas for process enhancements aimed at improving operational efficiency, quality, and overall customer experience.
- Providing timely guidance to stakeholders and flagging updates to the Lead/Manager to ensure alignment with compliance requirements.
- Translating and analyzing product-related documents from French to English, ensuring accurate representation of vendor information for global product listings.
- Actively engaging with business stakeholders to gather invoice-related requirements, clarify discrepancies, and ensure alignment on payment terms and approvals, facilitating timely processing and resolution of outstanding invoices.
- Monitoring and tracking the status of purchase orders throughout the process to ensure timely delivery of and maintain accurate records.
- Conducting thorough reviews of product documentation to ensure adherence to safety and regulatory standards before product launch.
- Maintaining comprehensive records of compliance activities and product classifications for audit and review purposes.

**Key Result Areas:**

- Engaged in cross-functional meetings to provide valuable financial insights and recommendations that supported strategic decision-making at the executive level.
- Presented comprehensive financial reports to senior management, distilling complex data into clear, actionable insights that drove informed business decisions.
- Played a crucial role in the transition to a new financial planning software, significantly enhancing the efficiency and accuracy of financial reporting processes.
- Assisted in the preparation and management of ongoing forecast and budget cycles, ensuring alignment with organizational financial goals.
- Prepared and presented monthly financial statements, highlighting critical insights and performance metrics for senior management review.
- Processed vendor invoices in SAP Ariba, ensuring timely and accurate payments while maintaining effective communication with vendors regarding e-invoicing.
- Performing 3-Way matching of the invoices and Vendor Reconciliation.
- Accounting Background Knowledge of P2P Cycle with hands on experience in Invoice Processing,T&E or AP Helpdesk Able to process PO/Non-PO invoice in SAP environment.
- Collaborated with the Procurement team to facilitate supplier setup in SAP Ariba, ensuring compliance with organizational procurement policies.
- Addressed duplicate invoices and exceptions, providing support to stakeholders to resolve invoice and purchase order-related holds.
- Developed and maintained a vendor performance tracking system that provided insights into payment trends and discrepancies, leading to improved vendor relationships and timely payments.