Gaurav Tiwari

Accounts Payable Executive

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PERSONAL STATEMENT

Accounts payable executive with 3 years of experience in end-to-end P2P processing for Indian and UK entities in a shared service centre. Handles invoice processing, three-way matching, vendor reconciliation, TDS deduction and payment runs in SAP and Coupa, with a consistent 99.5% accuracy score.

CORE SKILLS

- SLA management
- Process accuracy
- Vendor communication
- Exception handling
- Month-end support

WORK EXPERIENCE

Accounts Payable Executive · Yamuna Business Services Pvt Ltd, Noida May 2023 – Present

- Process 2,200+ PO and non-PO invoices a month for Indian and UK entities in SAP S/4HANA with 99.5% accuracy against a 98% SLA.
- Perform three-way match and resolve price and quantity exceptions with buyers, cutting the exception backlog from 340 to 90 invoices.
- Reconcile statements for the top 150 vendors every quarter and cleared ₹1.1 crore of old unreconciled balances.
- Prepare weekly payment proposals, deduct TDS under the right sections and track MSME vendors for payment within 45 days.

Accounts Assistant (Payables) · Gomti Agro Foods Pvt Ltd, Lucknow Feb 2022 – Apr 2023

- Booked purchase and expense invoices in Tally Prime for 2 food-processing plants.
- Maintained the vendor master and collected PAN, GSTIN and bank details for 300+ suppliers.
- Supported GST input tax credit reconciliation and month-end payables ageing reports.

EDUCATION

B.Com in Accounting and Finance · Awadh College of Commerce, Lucknow 2018 – 2021
Grade: 69%

CERTIFICATIONS

Accounts Payable Process Training (internal) · Yamuna Business Services Jul 2023

SKILLS

- Accounts payable
- Vendor reconciliation
- TDS on payments
- P2P process
- SAP S/4HANA (FI)
- Advanced Excel
- Three-way match
- Coupa

LANGUAGES

- English · Professional
- Hindi · Native

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