

Shraddha Jain



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SUMMARY

As a strategic and analytical finance professional with 5.5 years of experience in expense audit and P2P invoice processing, I am highly motivated to complete multiple tasks on time with 98% accuracy. I am looking forward to an opportunity to work in a challenging environment where I can utilize my knowledge and skills to contribute effectively to the success of the organization and also to the improvement of my personal skills.

SKILLS

- Travel and Expense Audit (SAP Concur, Happy)
- Expense Report Compliance and Validation
- Invoice processing (PO, Non-PO)
- Vendor Query Resolution
- Journal Entries and Correcting Transactions
- Tools: SAP, Oracle, ServiceNow, Basware, WatchDog, Guts, Tally ERP 9
- Data entry and documentation
- Process Improvement and Training Support

EXPERIENCE

September 2023 - December 2024

Finance Analyst Legalzoom | Bangalore, India

- Process AP invoices for all regular US-based vendors and high-volume vendors, including MPA, asset clearing, and monthly rent invoices.
- Processing invoices for both PO and non-PO invoices in the US entity without any mistakes and with at least 98% accuracy.
- Managed end-to-end travel and expense processes, including reviewing and approving expense reports monthly to ensure policy compliance.
- Collaborated with finance and HR teams to update travel policies, reducing expense violations by 98%.
- Generated monthly T&E reports for leadership, identifying trends, and proposing cost-saving strategies.
- Validating and escalating report-related issues with the end user to get them corrected and resubmitted.
- Check the rejection queue weekly to address any questions related to the invoice.
- Monitor the AP and T&E email distribution account; address, respond to, and resolve issues related to payments, invoice credits, and adjustments.
- Ensure compliance with local tax regulations, such as GST, TDS, and reimbursable expenses.
- Reach out to the new vendor to collect needed documentation such as the W9, the new vendor form, and ACH details.
- As necessary, create the tickets for temporary employee coding.
- Handled the recovery of employee expenses.
- Processing weekly and emergency payments to vital vendors.
- Investigate questionable transactions, make recommendations, and prepare correcting journal entries as appropriate.
- Follow up and prepare the ageing report query.
- Prepare journal entries to reclass the invoice coding.
- Make sure that the changes in the process are documented under the supervision of the TL, and that all members are provided training on such changes.
- Taking ownership and helping out other colleagues with regards to the process, and ensuring team targets are met when others are unable to meet theirs.
- Ensure that you update all the trackers and reports, and send them to the supervisor on time.

June 2021 - September 2023

Senior Practitioner Finance and Administration IBM | Bangalore, India

- Consistently handled 120 to 150 invoices per day.
- Processing invoices for both PO and non-PO invoices in the US entity without any mistakes and with at least 98% accuracy.
- Quality Control (QC) moved Quality Check forward to guarantee 98% accuracy.
- Optical Character Recognition (OCR): Using regional codes, scan invoices with a 98% accuracy rate.

- Provided SAP HANA tool training to newly hired staff.
- Taking care of Source to Pay, Preferred Due Date (PDD), and S2P.
- For S2P ticket creation and logging each ticket in Trix.
- Assisted with sanction screening and maker-checker for each ticket.
- As necessary, update tickets.
- Took care of the mailbox for processing and payments.
- Managed end-to-end travel and expense processes, including reviewing and approving expense reports monthly to ensure policy compliance.

May 2020 - December 2020

Process Associate ASEA Brown Boveri (ABB), | Bangalore, India

- Processing invoice for PO and Non- PO in Europe Countries.
- To validating invoices submitted by vendor within defined SLA.
- Handle QC for internally.
- Handle vendor complaints calls and emails to provide timely responses and resolution while maintaining positive client relationships.
- Preparing Report on daily basis like daily report.

October 2018 - September 2019

Finance Associate PricewaterhouseCoopers Pvt. Ltd | Gurgaon, India

- Internal audit for expenses raised by employees.
- Verifying and auditing travel expenses reports of employees.
- Validating and escalating report related issues with end user to get it corrected and re- submit.
- To validate invoices submitted by employees within defined SLA.
- Providing support to payroll team.
- Handling tickets which are raised by employees related to expenses.
- Resolving employees query related to payment via. mail and calls.
- Reconciliation of Data, Data Validity.
- Maintaining thorough knowledge of company policies and procedures and validating each expense, including specialized knowledge base of company spending guidelines, foreign travel, domestic travel, local expenses, etc.,
- Follow policies, procedures, and practices to ensure compliance with Tax Regulation.

February 2018 - September 2018

Account & Finance Executive Corporate Legal & Taxation Advisory Pvt. Ltd | Gurgaon, India

- Bank Reconciliation.
- GST paper work, GST registration
- Income tax returns.

Audits done in following associations:

- DLF Princeton Estate
- Pinnacle Condominium Association
- Jade Knits Pvt Ltd (T10 sports)

CONTACT

Bangalore, KA 560076

EDUCATION

MBA | Finance And Marketing

Prestige Institute of Management And Research, Indore

CERTIFICATIONS

- Pursuing Executive Certification Programme in Financial Data Analytics, Corporate Finance at IIM Visakhapatnam