

Nipun Gaur

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Profile

Experience of 8+ years in PTP, Banking, Finance Transformation, Six Sigma, Tableau, Power BI, Power Query, Process Modelling in Visio and Blueworks Live, Critical Problem solver, Project Management also managing processes and creating teamwork environment to enhance productivity innovatively with the help of Business Excellence Tools. Excellent communication skills with proven abilities in Customer Relationship Management & Team Management. Developed competency in managing operations and implementing strategies towards enhanced SLA management.

Domain Skills

- ❖ Procure to Pay (PTP)
- ❖ Banking
- ❖ Finance Transformation
- ❖ Business excellence, Six Sigma Green Belt
- ❖ Tableau
- ❖ Power BI, Power Query
- ❖ Basic Knowledge of VBA and Macro
- ❖ Process Modelling using Visio and Blueworks
- ❖ Project management
- ❖ SAP /Read soft

Functional Exposure

- ❖ Conceptualizing and implementing effective strategies with a view to achieve business objectives and ensure meeting & exceeding top line and bottom-line mandates.
- ❖ Problem solving & Critical thinking
- ❖ Six Sigma, process improvement and client value creation project leading and execution.
- ❖ Preparing & presenting various monthly reports pertaining to process / productivity.
- ❖ SOP & learning log updating
- ❖ Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.
- ❖ High Level Process Map Modelling
- ❖ Sox and Internal control Audit
- ❖ To identify the potential risk of the process using FMEA

Experience

LEAD FINANCE TRANSFORMATION | MEDLINE INDUSTRIES INDIA PRIVATE LIMITED | 05TH APRIL 2023 – TILL DATE

- Leading Finance Process improvement initiative and projects for India Medline.
- Performing data analysis and provide insights to the leadership and operational teams.
- Part of Global Medline Simplification team for process improvement to adopt and share the best practice of Process Improvement.
- Performing process re-engineering using Six Sigma technique to identify automation opportunity.
- Process Modelling and Designing new processes to ensure seamless operations.
- Responsible for providing trainings related to Six Sigma and Lean Management.
- Providing Consultation to senior management for decision making.
- Responsible for creating Business Review Document (BRD) of any new project with provided solutions.
- Responsible for designing a future path for upcoming projects with prioritization.
- Responsible for constructing 04Box methodology of ongoing projects.

ASSOCIATE OPERATIONS MANAGER | ACCENTURE SOLUTIONS PVT. LTD. | AUGUST 2016 – 01ST APRIL 2023

Finance Operations Excellence

- Working on complex project execution – as process improvement methodology (Lean Management)
- Assisting the Business Excellence Specialist in driving improvements areas in internal process around the business
- Responsible to update Operation Excellence Documentation
- Taking sessions for Creating awareness about Business Excellence in the business
- Provide training in the different teams on Continuous Improvement tools. Monitor overall network capabilities and potential gaps, developing plans accordingly (Potential Idea and its Implementation plan)
- Responsible to check FMEA time to time and provide Risk Priority Number to evaluate risk so that it can be prevented
- Responsible to plan agile work force management
- Working of different Quality Check Tool such as ; Cause-and-effect Analysis, Pareto chart & Control chart
- Responsible to plan agile work force management

Finance Operations

- VBA Macro Maintenance
- Managing Team of 10 People
- Working on Performance of ATCAT (Accenture Transaction Compliance & Analytics Tool) on Monthly Basis
- Handling Queries and Escalations, Quality Management
- Provide Solution on Rejected Payments
- SOX & Audit reporting
- SOP updating
- Maintain the Various MIS Reporting

Banking Operations

- Responsible for bank admin activities such as grant Bank access and revoke bank access.
- Performing Payment approval part on bank site directly.
- Tracking maintenance of Banco do Brazil Link on every interval of software update.
- Responsible for maintaining track of every bank user in the process.
- Taking care of (SOD) segregation of duties for Bank Approvers and operations team.
- Responsible for tracking rejection payment on bank portal.
- Performing recon Bank Portal vs Payment.

Continuous improvement Projects

- Work on ATCAT Macro Maintenance
- Prepare ROBO Mechanism to stop the Manual Duplicate Payments
- Fort Knox Project for DPO Improvement
- Goldmine Project for DPO Improvement, to Make Process life cycle Discipline
- C2FO Project for Generating Cash
- SCF (Factoring) Project for Generating Cash
- UGMC (Utility, Govt, Milk & Cocoa)

RELOCATION ANALYST | SILVER SKILL (P) LTD. | MAY 2014 – APRIL 2016

Key Responsibilities

- Processing of Expense Report submitted by Client
- Processing of Direct Bill submitted by Client's Supplier
- Processing of Internal Payment Request submitted by File Manager
- Audit the Expenses, Invoices and IPR's according to their Client Policies
- Prepare and Reconcile Daily Processing Report or On Hold Report
- Reconcile the payment and Rectify the Payment Errors
- Provide training and guideline for processing to new joiners
- Notify the supplier client and file manager for any declined case

Education

PURSUIING BUSINESS ANALLYTICS & INTELLIGENCE| IIM, ROHTAK

SIX SIGMA GREEN BELT

MBA (FINANCE & MARKETING)| MD UNIVERSITY, ROHTAK

B.COM (VOCATIONAL)| MD UNIVERSITY, ROHTAK

ACHIEVEMENTS

- Got CFO award in 2019 for Successfully achieving the year-end target
- Got \$250 as award in 2019 for successfully closing Fort Knox Project
- Star of the Business Award from Accenture
- Encore Award from Accenture Twice
- Certification of Effective Stakeholder Management in year 2020
- Certification of Customer WOW -Experience in year 2020.

PERSONAL DETAILS

DATE OF BIRTH : 10th DECEMBER
Passport No. : P2599835
Languages known : English, Hindi
Marital Status : Married
Gender : Male
Nationality : Indian
Present Address : E-100, Pankha Road, Jeeven Park, Uttam Nagar East
Permanent Address : H.N-303/10, Babra Mohalla, Bans Gate, Rohtak (124001)

PROJECT DETAILS

Name of Project	Description	Nature	Benefits
FortKnox	DPO Improvement & Working Capital Saving	Cash Optimization	81MM Cash Impact in Q3'2020, DPO Impact of 8 Days Additional
Goldmine	DPO Improvement & Working Capital Saving	Cash Optimization	64MM Cash Impact in Q3'2020, DPO Impact of 6 Days Additional
C2FO Project	Generating Cash for Company	Cash Benefit	Depend Upon the Days of Payments
SCF (Factoring)	Generating Cash for Company	Cash Benefit	Depend Upon the Days of Payments
UGMC	Utility, Govt, Milk & Cocoa	Business requirement projects – Process Improvement	To make process of Controlled with Zero Penalty
ATCAT Macro	Remove Manual Work	Process improvement	Time Saving
ROBO Mechanism, to stop Manual Duplicate Payment	Deployment of Duplicate Payment Check	Process Improvement & Internal Control	Duplicate payment prevention
One Bank Penetration	How to make process touch less	Process improvement	To make process more Controlled with Zero Penalty and not error
Payment Method Improvement	Manual To Automatic T to 0, 9	Process improvement	To make the payment without any manual Intervention
AP Productivity	Remove Manual Work	Process improvement	Best utilization of resource