

Manisha Sharma

✉ Mail id- mrmsharma1357@gmail.com

📱 Mobile no. 9182609917

CAREER OBJECTIVE

Accomplish 2.0 years of experience in Business Process Services (BPS/BPO) at TCS is about managing & executing business operations. Our domain expertise helps deliver core business processing across industries ,analytics and insights and support processes such Accounts payable & supply chain management.

To obtain a position that will enable me to use my strong AP skills and qualification to produce fidelity.

Experience Summary

Overall 2 years of experience in Tata Consultancy Services.

- Invoice Processing PO/Non PO
- Knowledge about the process of all documents type irrespective of all territory
- SOP Updating
- Performing the Audit for the task performed by other team members
- Performing the chain Management in upstream data from the suppliers and making product life cycles shorter and more complex.
- Procurement objectives are to acquire the inputs need to run daily business operations.

Software Competency

- Oracle
- S2P2P
- OFIN
- REIM
- Tally ERP
- WINGS

Work experience

- Tata Consultancy Services

Role: Information Process Enabler :(2 Year)

Project Overview:

Accounts Payable (1 year)

- Description:

The Accounts payable (AP) process is responsible for paying suppliers and vendors for goods and services purchased by the company. AP department typically handle incoming bills and invoices but may serve additional functions depending on the size and nature of the business.

- **Roles & Responsibilities:**

- Performing the Indexing and validation of PO and Non PO invoices
- Processed PO based and Non PO based invoices.
- Processing Trade and Non-Trade invoices.
- Timely monitor the workflow and process invoices with 100% accuracy.
- Performing the peer to peer review
- Doing the work allocation to the team
- Handling the invoices for multiple regions of ME(UAE,KSA, Bahrain, Kuwait)
- Supporting other team members / new joiners in handling the Indexing for critical invoices such as utility / government payments.

Work experience

Tata Consultancy Services

Role: : Information Process Enabler (1 Year)

Project Overview:

Business Process Services-Supply Chain Management

Description:

Supply Chain Business Process (BPS) works closely with clients to manage and improve the planning, procurement distribution and service of supply chain operations in order to enhance their analytics capabilities, reduce operating costs and increase working capital.

- **Roles & Responsibilities:**

- Daily call with client for their requirements and further enhancement
- Interacting with clients to understand in better way.
- Information gathering and Management
- Improved data quality and accuracy
- Responsible for get data from the suppliers of upstream into the WINGS
- Resources may include content, tools, Knowledge, and information to effectively sell the product Or services to customers.

- Educational qualification:

M-COM Finance

Osmania University

Hyderabad, Telangana

Personal Information:

- **Date of Birth:** 29/04/1994
- **Languages Known:** English, Hindi and Telugu
- **Permanent Address:** Acharya Kalguni Society, Pratap Nagar, Galli No-1, Osmanpura Sambhajinagar.

I hereby declare that all the information mentioned above is true and to the best of my knowledge.

Date:

Place: Sambhajinagar