



PANKAJ DHAGE

Senior Process Executive (AP- P2P)

CONTACT

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- Chincholi, Buldhana 444203
- <https://www.linkedin.com/in/pankaj-dhage-453442250>

SKILLSET

- Procure TO Pay
- SAP S/4 HANA
- Oracle ERP
- Advance Excel
- MS-Office
- E-mail Writing

ACHIEVEMENTS

- Star Of the Month Award
TCS July 2023

HOBBIES

- Traveling
- Reading Historical Books

PROFESSIONAL SUMMARY

A result-oriented, Accounts payable Associate with a proven track record of accurate invoice processing and timely payments. Seeking a challenging role to contribute my potential in an organization committed to excellence with strong analytical skills with 2.9 years of experience and streamline financial processes.

WORK EXPERIENCE

Organization Name: Infosys BPM Limited, Pune.

Designation: Senior Process Executive

Date: Oct -2024 To Present.

Key Responsibilities:

- Creating, updating, and maintaining vendor profiles, including contact details, tax information, and payment terms.
- Ensuring the accuracy, completeness, and consistency of vendor records.
- Organizing vendor data using standardized naming conventions and categorization for better reporting and analytics.
- Prepare the weekly and monthly vendor report.

Organization Name: Tata consultancy services, Nagpur.

Designation: Process Associate

Date: Nov-2022 To Sep-2024

Key Responsibilities:

- Invoice Processing for Po & Non - Po as well as Freight Invoices (Indexing, Validation, Posting in ERP).
- Quality check for Invoices based on CTQ parameters.
- Find Duplicate Invoices Based on Algorithm.
- Vendor helpdesk and Vendor Query Manager.
- Smoothly working on Oracle, S2P2P, ERP and workflow tool.
- 3-way matching and 2-way matching.
- Responsible for invoice process within the TAT & 100% accuracy.

LANGUAGES KNOW

- English
- Hindi
- Marathi

EDUCATION

- **MBA (Financial Management)**
Savitribai Phule Pune University.
2025
- **B. Com**
Sant Gadge Baba Amaravti University.
2022
- **HSC**
Maharashtra State Board, Pune.
2019
- **SSC**
Maharashtra State Board, Pune.
2017

PERSONAL PROFILE

- **Date of Birth:** 28-Aug-2001
- **Gender:** Male
- **Father Name:** Gajanan Dhage
- **Marital Status:** Single
- **Permanent Address:** At post Chincholi Karfarma, Tq. Shegaon, Dist- Buldhana
444203

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(Pankaj Dhage)