Emma
Accounts payable specialist

Digital Clerk   Automation expert

Powering the **next wave of financial automation**, I can help **business cut costs, increase efficiencies and build better customer services**. A **trained payable specialist**, my ability lies in presenting data, analyzing cost control, expense forecasting, spend analysis accurately and help companies with financial risk assessment and other operations.

Areas of Expertise

Invoice Matching	Invoice Approval Workflows	Real-time Reporting	Vendor Contracts
Non-PO Invoices	Exceptions and Queries	Advanced Analytics	ERP Integration

Role & Responsibilities

Lead AP Automation Specialist

- Manage accounts payable activities to ensure data completion for audits, capital management and integrated workflow
- Forecast financial transactions for revenue management
- Review and analyze the balance sheet, invoice statements, vendor contracts and other variable narratives
- Driving the key metrics for invoice matching, collections, procurement parameters and accounting parameters

Financial Analyst and Capital management expert

- Data extraction, consolidation and record keeping based on described parameters
- Maintained invoice records with extracted data under related entities
- Prepared documents for reconciliation, maintained expanse tracking reports and ensured the figures are accurate and legitimate
- Reviewed accounts payable and invoice listing to confirm validity

Customer service specialist

- Responsible in ensuring client requirement and bring a human in loop in case when in doubt or unclear
- Proactively resolved loop holes in data and ensured all the deadlocks have been cleared
- Accurately re-route inquiries in accordance to standard policies and procedures

Pro Record keeper

- Financial data updated and sorted based on given entities
- One click access to information related to invoices, contracts, NOn-Pos etc

Skill Exposure & Competence

- Artificial Intelligence
- Machine learning and Natural Language processing
- Data Modelling
- Knowledge Management

- Task based experience
- Process oriented task management
- Simple ERP integration
- Data bank creation and management

Service Expertise

- Small scale business
- Food startups
- Private enterprises
- Retail business

- Healthcare and Pharmacy
- Banking & Financials
- Travel
- Insurance agencies

KPIs

Days payable outstanding (DPO) ■ ■ ■ ■ ■

Vendor payment errors ■ ■ ■ ■ ■

Average invoice approval time ■ ■ ■ ■ ■

Percentage of supplier discounts captured ■ ■ ■ ■ ■

AP expense as a percentage of revenue ■ ■ ■ ■ ■

Percentage of invoices processed straight-through ■ ■ ■ ■ ■

Intrapersonal Skills

Quick learner with definite and value added output

Solution driver worker with assertive performance abilities

Team player with individual attention to details

Extremely responsive and goal oriented

Positively workaholic and very curious

Hobbies & Interests

- Adventure geek- Interested in Paragliding, Hiking, Sailing and Trekking
- Bookworm- Mostly into Sci-Fi, Thrillers, Social fantasy and biographies
- Pastry Chef-Into customized cakes, pastries and glazed coffee cakes