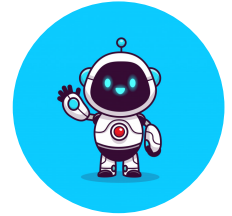


NIK SANIL

Process Automation/Improvement Expert

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New York, U.S.A www.nikhilsanil.com
linkedin.com/in/sanilnikhil Visa Type: J2 - Full Work Rights



EXPERIENCE

Process Automation (RPA) Developer

University of Melbourne

September 2019 – May 2023 Melbourne, Australia

- Designed and developed complex end-to-end RPA solutions using Automation Anywhere.
- Achieved annual cost savings of AU\$750K-AU\$100K through automation's. Major projects detailed on personal website.
- Most projects achieved ROI within a year, resulting in rapid annualized cost savings.
- Conducted process discovery, mapping, documentation, data analysis, reporting, and presentations for automation projects.
- Led analysis, development, and project management for over 5 medium-to-high complexity projects involving multiple system integration's within a single bot.
- Maintained and managed over 10 bots, including error handling, code refactoring, and ensuring minimal production downtime.
- Migrated bots from Automation Anywhere 2014 to 2019 without disrupting production runs.
- Maintained integrity and security of production data in MS SQL databases.
- Conducted testing, refactored obsolete code, and minimized bot downtime for all developed automation's.
- Maintained code version integrity and up-to-date production code using Git initially, then Automation Anywhere's proprietary version control.
- Creating and maintaining comprehensive documentation for all bots and processes at a very high level of detail and quality.
- Practiced Agile methodology using Jira, with Continuous Improvement/Continuous Development (CI/CD) approach, ensuring up-to-date code and minimal automation breakdowns.
- Reviewed and restructured business processes, proposed automation solutions aligned with objectives, and calculated benefits while guiding process design.
- Created and deployed end-to-end service delivery structures for shared services. Presented improvements to senior management for C-suite communication. Managed projects per University of Melbourne's change management principles.
- Engaged internal and external stakeholders to scope projects with maximum ROI, enabling resource redeployment.
- Conducted end-to-end testing of bots and processes using qualified methodologies to optimize production time and minimize breakdowns.

Procurement Operations Analyst

University of Melbourne

January 2019 – September 2019 Melbourne, Australia

EDUCATION

Master in Accounting

Victoria University

2009 – 2010

Melbourne, Australia

Master in Business

Victoria University

2007 – 2008

Melbourne, Australia

Bachelor in Business

IGNOU University

2002 – 2005

Mumbai, India

SOFT SKILLS

- Clear Communications
- Conflict Resolution
- Team Building
- Problem-Solving
- Leadership
- Active Listening
- Public Speaking
- Team Work
- Critical thinking
- Adaptability

TECHNOLOGY

- Automation Anywhere ●●●●●
- Data Analysis ●●●●●
- Reporting ●●●●●
- SQL ●●●●●
- Github ●●●●●
- Python ●●●●●
- HTML ●●●●●
- CSS ●●●●●

- Supported University's procurement operations, including supplier/inventory management, transactions, and expediting support.
- Implemented and managed the SaaS ScienceWarehouse for spend and procurement management.
- Provided data analysis, insights, and recommendations to management for improving procurement processes.
- Managed team KPI's, created recurring metric reports, and benchmarked procurement processes to drive operational improvements.
- Develop relationship across the stakeholder network to ensure best practices are being shared and implemented.
- Experienced in generating reports, analyzing data from Oracle and PowerBI to improve operations processes and reduce costs through automation.

Senior Finance Officer - Finance Operations

University of Melbourne

📅 June 2015 - Dec 2018

📍 Melbourne, Australia

- Led University of Melbourne's Payments team, processing over 150K transactions worth AU\$1.5B annually, with a team of 30+ providing procurement, GL reconciliation, and cash flow support.
- Managed a 7-member team delivering purchasing, accounts payable services, advice, and financial reporting across the University. Led a diverse team to become a top-performing unit within Finance operations.
- Executed and managed domestic payments twice weekly and international payments weekly. Managed workflow for over 4000 weekly transactions, ensuring compliance with organizational, regulatory, and payment term standards.
- Reconciled payments and transactions per University and government regulations. Created SOPs, manuals, process maps, and audited workflows to standardize team performance exceeding industry benchmarks.
- Managed Accounts Payable policies, procedures, compliance reviews, including supplier due diligence, contractor assessments, insurance, and indemnity reviews.
- CO onboarded, trained, and mentored new payments team members. Conducted process discovery, created "As-Is" maps, and collaborated with Centre of Excellence to improve processes through automation opportunities.
- Utilized Excel and PowerBI for data analysis, operational reporting, and creating pitch decks for senior management.
- Closely engaged with internal and external stakeholders, including procurement, auditors, consultants, and vendors, to support organizational aims.

Finance Officer - Finance Operations

University of Melbourne

📅 September 2014 - June 2015

📍 Melbourne, Australia

- Provided high-level customer service to University stakeholders. Processed account transactions, managed purchasing and credit card expenses, investigated anomalies, and ensured compliance with University and government policies.

JavaScript 

MS Excel 

MS PowerPoint 

Oracle 

MS Visio 

MS Sharepoint 

JSON 

Service Now 

Power BI 

METHODOLOGIES

Agile

Six Sigma

Shared Services

Scrum

Continuous Development

Kanban

Continuous Improvement

LANGUAGES

English 

Hindi 

Spanish 