Patrycja M.
Senior Infor M3 Consultant

SUMMARY

- I have successfully implemented M3 Payables and Tax areas in four different countries: Poland, the Czech Republic, Germany, Italy, Austria. I have experience with Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets, Cost Accounting. For the last four years I have been participating in rollouts as a accounting leader, superuser and external consultant. Apart from Infor M3 experience I was implementing Medius AP Automation, Readsoft, Qlikview. - 5 years of experience with Infor M3 - Native Polish, - Advanced English - Pre-intermediate German - Beginner French

TECHNICAL SKILLS

Main Technical Skills	Infor M3 (5 yr.)
Data Analysis and Visualization Technologies	AdHoc reports, Qlik Sense, UIPath
Databases & Management Systems / ORM	Microsoft SQL Server
UI/UX/Wireframing	AR
Platforms	UIPath
UiPath	UIPath
Other Technical Skills	CA, FA, GL

EXPERIENCE

Infor M3 Finance Consultant

2021.11 – since now
Responsibilities:

- Complete configuration and testing of new entities in M3 during the implementation process on the German, and Austrian market
- Creating support department structure from scratch, including, but not limited to the request handling procedure, IT system, knowledge base building
- Customer support in Infor M3 ERP system, finance and accounting area, including error fixing, implementing new functionality in Belgian, Polish, Austrian, and German market
- Responsible for end-to-end business analysis, configuration, full system tests, training, and instruction preparation i.e. for large new legal requirements on Polish Market - Standard Audit Files for Tax

- Familiarity with both on-premises as well as multi-tenant cloud M3 versions
- Cooperation with Infor Product Director on new developments planned by Infor in the finance area

Accounts Payable Team Leader/AP Superuser – MOWI Gdansk

2020.07 - 2021.11

- Lead a functional work team within the Accounts Payable department (managing a team of up to 10+ Accountants)
- Creating reports regarding KPI goals and monitoring results
- Conducting internal projects and managing processes within AP, Tax, Reporting
- Collaborate with accountable teams in continuous improvement activities and initiatives focusing on delivering efficiency, transparency, and standardization
- Oversee the month-end closing activities and ensure that agreed deadlines are met

Accounts Payable Expert/Senior Accountant/AP Superuser – MOWI Gdansk

2019.04 - 2020.07
Responsibilities:

- Responsible for conducting and supervising M3 implementation in AP for Polish, German, Czech Republic, and Italian markets
- Superuser role in AP regarding ERP systems i.e. M3, Medius invoice workflow, Comarch CDN, Readsoft
- Preparing Instructions for AP processes for Accountants and Business
- Creating reports regarding VAT, workflow, payments, and Audit purposes
- Conducting M3 training for accountants
- Responsible for running system tests in M3
- Creating and implementing AP improvements
- Supporting the team with current knowledge i.e. legal requirements, and bookkeeping knowledge in the CEE region
- Supporting the team with daily and concerning month-end activities i.e. invoice booking, Internal reconciliations, bank payments, reporting, GL reconciliation

Accounts Payable Accountant/AP Superuser – MOWI Gdansk

2017.12 – 2019.04
Responsibilities:

- Taking part in projects regarding transitions of all accounts payable processes for entities from Poland and the Czech Republic
- Preparing reports i.e. Forecast, Aging, Open GL positions
- Preparing batch and manual payments
- Booking PO and NON-PO invoices, travel expenses
- Reconciliation of payables and turnover balances with suppliers
- Responding to queries from Suppliers, Business,es and Audit

Accounts Payable Accountant – Arla Foods Gdansk

2015.10 – 2017.11
Responsibilities:

- Posting of PO, NON-PO invoices and credit notes in SAP(Oediv, PS1, MUP), CSB
- Monitoring and clearing open items on vendor ledger
- GR/IR account reconciliation - clearing
- Preparing Intrastat declaration for a German tax office

- Performing Kaizens
- Support and teach junior accountants
- Building and maintaining business relations with Vendors

EDUCATION

Bachelor and Master of Management and Marketing University of Gdansk
2008-2013

CERTIFICATES

- Goethe-Zertifikat A1 Start Deutsch 1 – Goethe Institut
- Independent Accountant Certificate from the Association of Accountants in Poland
- Chief Accountant Certificate from the Association of Accountants in Poland
- ITIL 4 Foundation - PeopleCert