#####  RESUME

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**Career Objective:**

To enter into an esteemed organization to carve out a position for myself marked by professional excellence while actively contributing to the development of the organization employing my skills.

**Educational Qualification:**

MBA with FINANCE stream from KPRIM College Hyderabad, Osmania University (2014-2016) achieved 75%

B.com (Computers) from Santhinikethan Degree College, OU-Hyderabad (2010-2013) achieved 79%

Intermediate from MNR Junior College, Hyderabad (2008 – 2010) achieved 75%

High School from Ravindra Bharathi School, Hyderabad achieved 82%

**Technical Experience:**

* Ms-Office,Powerpoint, MS-Excel
* Accounting ERP applications –SAP

**Experience Summary:**

* Joined as Senior Associate in **COGNIZANT TECHNOLOGIES** on March’2016 and got promoted as Subject Matter Expert (**SME**) on March’2019.
* Worked as a Junior Accounts payable associate in **HSBC** India-From June’2014 to Feb’2016.

**Roles & Responsibilities**:

* Invoice processing with Tax , shipping and discounts classification.
* Payment run process from upstream to down stream
* Working on GR/IR reconciliation on monthly basis and reducing the value by identifying the reason for open balance, follow up with supplier for invoices.
* Preparing the AP month end accruals for JE postings
* Performing Audit for invoices with 100 % accuracy as Target.
* Working on on-boarding the utility vendors to direct debit mode and enrolling for E-billing
* Identification of payment rejection reasons and paying to supplier using correct bank details.
* Preparation of vendor reconciliation statement on quarterly basis.
* Rectification of escalated accounts payable issues from employees and vendors.
* Work closely with Auditors during quarterly, half-yearly and yearly Audit and provided necessary backup documents.
* Preparation of annual Vendor reconciliation statements and updating to suppliers.
* Monitoring the payment run issues and identification of non-payment reasons and taking the actions accordingly.
* Recovering the debit balance amounts from vendors and posting the correction entries in the vendor level.
* Monitoring the inward checks and allocation of those check refunds into correct account.
* Sharing the process knowledge to co-workers/colleagues. Preparation of KPI reports and helping to Team lead and Managers.
* Taking the initiation to get the all ERP application accesses to colleague.
* Daily basis performing Payment run and making sure all the invoices gets picked up which are due on specific date.
* Preparation of standard operation process for all AP activities

**Projects for process improvement**

 **Title - Direct Debit**

* Role Description: - Identify the Utility vendors and motive them to utilize this mode of payment then onboard them into this process and sign up the E-billing.

 **Title – Debit Balance Recovery**

* Role Description: - Identify list of Debit Balance Vendors and understand the reason for debit balance then recover amount from suppliers

**Title – Check to ACH Conversation**

Role Description: - Identify the list of check payment vendors and motivate them to usage of ACH Payment then get banking details from them. Switching the vendor Master of respective vendor Into ACH mode

**Title- Fraud Analytics**

* Role Description:- We run the invoice posted data on Anaconda software which will analyze the given information based on the sample data provided in testing which will provide result with High , Medium, low risk invoices for payment. It will be audited with Key metrics to stop fraud payments.

Rewards, Reorganizations achievements and certifications:

* Awarded Bronze and silver for best performance in the team for the month of July’17,August’17 and June’19
* Rewarded the two 2 stars from customers for outstanding performance for the month of Dec’17 and June’18
* Got Client awards for outstanding customer services

Personal Profile:

Date of birth - May 22nd 1993

Location - Hyderabad

Marital status - Single

Nationality - Indian

Father - MP Yeshwanth Rao

Languages known - English, Hindi & Telugu.

 (Manne Bhavana)