**SURESH.ELURI**

**Email Id:** **Suresheluri9@gmail.com**

**Phone No: +918500187800, 9154848481**

**OBJECTIVE:** I present myself with a strong desire to achieve the organization goals with abounding self-confidence keeping in mind every kind of objection, resistance and obstacle as a challenge. I look forward towards a progressive and challenging career.

**SUMMARY:** I bring a long total of 4 years of extensive experience at HR operations, MIS reporting, Payroll management, Data analysis, Query handling at Accounts payables and payments.

**SKILL SET: Tools:** Oracle **–**R12, CRM, OBIEE, CORA, QAD, and SAP (All functional only).

 Specialist in Advanced Excel, MS-Word, Power-point, Typing Speed 40Wpm

 Sales commission calculation, Payroll management, Data management, Macros

 MIS reporting, Trainings, Excel formulas, Accounts payable and Payments

**WORK-HISTORY AND WORKING-EXPERIENCE**

**COMPANY : GENPACT IND PVT LTD**

Genpact is a global leader in business process, technology management and services, uses process to help its client’s power intelligence across their enterprise to run smarter operations, make smarter decisions and use same. Genpact’s Smart Decision Services deliver valuable business insights to its clients through targeted analytics, reengineering expertise, and advanced risk management. Making technology more intelligent by embedding it with process and data insights, Genpact also offers a wide range of technology services

**CLIENT : VERITAS**

VERITAS provide information management solutions – from business continuity to back up and recovery to software defined storage and information governance – is designed around the principle that information is more important than infrastructure. VERITAS has the privilege to help the world’s organizations - including 86% of the global Fortune 500 - collect, protect, analyze and optimize their data, even in the most demanding environments.

**DESIGNATION : Process Developer**

**TIME-PERIOD : Dec-2016 to Jan-2021**

**PROCESS : Business Analyst**

**RESPONSIBILITIES:**

* Working for VERITAS sales commission analysts, calculating the commissions for the VERITAS employees based on their sales and generating payrolls for that particular month.
* Updating / reviewing all relevant employs changes in OIC (Oracle Incentive Commission) based on HR reports like Target, Quota, Manager, Territory, etc. and process pay slips.
* Validating all the data with previous moth data to find out the variance.
* Preparing pre-Calculation validation Templates using with MS-Excel for Validation purpose.
* Doing reconciliation with Analyst report with Quota file and HR reports.
* Doing reconciliation with Data revenue report and the Analyst report.
* Responsible for communicating the discrepancies’ in the quota and plan acceptance, other files and getting them fixed by the financial analysts from onshore department
* Validation of the bookings for concerned month, verify and validate with HR reports any deviancies need to follow with FA’s (Financial Analyst), find out the root cause of change.
* Preparing the Top10 review files for customer review.
* Reconciling the reps information about the commission to be paid accurate.
* Working on UAT every year and making sure the plans and rep information and data are accurate.
* Responsible for meeting SLA’s and handling the queries directly from the commission’s manager, and also responsible for different payroll deadlines at different currency level for commission payout.
* Validating reports and getting approvals from the respective financial analyst.
* Talk to NAM and EMEA clients on daily basis, Maintain daily work flow record for future references.
* Authorizing/ updating Standard Operating Processers (SOP’s)
* Preparation of ad hoc reports as required by the Clients
* Tracking of all changes reports by month on month for the future reference.
* Involved in Cross Trainings on Business Analytics to prepare Stack Reports, Score cards, Achievers Stack & Comp Matrix reports for all GEOs which are monthly deliverable to the client & worked as shadow on it to get hands on experience
* Updating the (KSO) Key sales objective and (OTB) one-time-bonus ratings based on employee performance in Oracle as per approvals from received from Client
* Preparing manual commission statement calculator by using stack, GCM, quota file, and other reports
* Making monthly payments on time and maintain SLA
* Writing macros to Minimizing work process when we are receiving process updates
* Orders to be locked on deadlines, process the orders and pay the commissions on time to the employs
* Working with Genpact India Pvt Ltd for the Account payables unit.
* Using, CORA (Reporting tool) application for the faster resolution of the vendor invoices.
* Dealing with invoices like PO and Non-PO invoices with using SAP application.
* Analyzing invoices with two-way and three-way matching concepts.
* Analyzing the Purchase Order, GRN and invoice for vendor name and code, invoice number & date, Item description, quantity and rate, Advance issued, and retention submitted by the Vendors
* Discarding the invoices which are duplicates to the one which is already paid through same invoice.
* Posting the invoice if the all the details are available and perfect. If not, we will send back to the user/requester for clarification.
* Allowing the Payment for the invoices which are posted through SAP
* Analyzing the issues, researching on that and suggesting better solution to the team and the customer.
* Passing the Rectification Entries for the wrong TDS postings.
* Handling e-mails from client and queries rose through CORA application with unique case-id.
* Exporting the case-ids from the CORA application and allocate to the team members.
* Sharing the Ageing report to the team which case-ids are pending more than 3 days in their inbox.
* Once case-id created by the vendor it is mandatory to give first reply within 24 hours of time.
* If any case-id which contain statement, we need to provide the status of the all the invoices and follow-up with the concerned person to make all those invoice to be paid.

**ACADAMIC:**

* MBA (Finance/Marketing) from A.U, VIZIANAGARAM in 2011.
* B.Sc. from S.V.D college, under A.U, S.kota in 2006
* Intermediate (M.P.C) from Geetanjali.Jr.College, S.kota in 2003
* Class X (S.S.C) from Govt.High.School, S.kota in 2001.

**PROFILE:**

* **Name : Eluri.Suresh.**
* **Sex : Male.**
* **Nationality : Indian.**
* **Marital status : Single.**
* **Languages Known : English, Hindi, Telugu.**

**ADDRESS: ELURI.SURESH, S/o E. Apparao, Near-Old-Library,**

**Muslim Street, Srungavarapu Kota (Vi) & (Md),**

**Vizianagaram (Dt), Pin Code: 535145.**

**Kind Regards,**

 **SURESH.**