**Resume**

**P.Parthasarathy**

H.No 4-52,

Padmavathi colony,

Shadnagar,

Rangareddy District, Cell no: 9948289485

PIN:509216 Email:psarathy987@gmail.com

**Career Objective**:

To obtain responsible and growth oriented position in the finance & administration domain and having a challenging, exciting and rewarding career building environment that will utilize and strengthen my skills for the benefit of the organization.

**Professional Experience:**

**Process specialist – Accounts Payable**

Cognizant technology solutions, Hyderabad.

From April 2013 to April 2018.

**Experience Summary:**

5 Years of **Accounts Payable** experience on **SAP Platform**. Job profile includes Creation of Vendors, Vendor modification, making Wire-Payments, Updating banking details (EFT), Creating Vendor Loads, Invoice Reconciliations, invoice processing, working on complicated invoices, providing training to peers and leading the team.

**Job Description:**

* Creating new Vendors based on the queue in Check Request tool.
* Liaison with respective Departmental heads and the client for any Check request pending for query resolution.
* Ensuring all Vendors created within agreed TAT according to the Check Request.
* Ensuring that all the Wire-Payments updated to the respective Vendors.
* Updating the Banking details to existing Vendors.
* Established healthy business relationships with the clients/ associates/ customers by providing excellent customer service.
* Performs Invoice Reconciliation for the invoices processed by Invoice processing team.
* Directing the correct persons if there is any variation found in reconciliation.
* Intimating about the funds available in Supplier Account to Supplier to avoid late payments.
* Production Planning
* Daily TAT report
* Daily accuracy report
* Processor scorecard and coordinator scorecard
* Posted, Parked and blocked reports
* First pass yield (FPY) percentage with comparatives
* Paid on time (POT) percentage with comparatives
* Net Debit Balance (NDB) reporting
* AP sub ledger report
* PO & NON PO invoice processing
* Duplicate audit via Generic duplicate audit tool (GDAT)
* Quality audit for document >$100k approval check as per Grant of
* GR/IR reconciliation
* Vendor statement reconciliation
* Net Debit Balance (NDB) follow up with the vendors
* Accounting Debit notes and credit notes
* Handling Vendor queries on Discrepancies and discounts
* 2way, 3way and 4way match
* Reviewing the Grant of Authority and auditing
* Maintaining Accuracy, TAT & other SLA's
* Resolving vendor issues relating to discounts and credit memos
* Reporting invoices.POT (Paid on time) percentage to the management.
* Processing.

**Achievements:**

* Received wow, spotlight and opel awards for being an outstanding team player.
* Received Appreciations from Client for being not missing SLA.

**Strengths:**

* Interaction with Clients/Customers
* Good verbal & written communication skills
* Can work in single as well as team environment
* Self-Motivated and go-getter
* Quick learner and adaptability to new atmosphere

**Educational Qualifications:**

* Completed MBA from Sree Chakra institute of computer sciences in the year 2011
* Completed Graduation (B.Com) from Government city college affiliated to Osmania University in the year 2008
* Completed Intermediate (O.A.S) from Government Junior college Aliya in the year 2005
* Completed S.S.C from Kanthimathi High School in the year 2003.

**Computer Skills:**

* MS- Office
* SAP Fico tool.

**Personal Details:**

Name : P.Parthasarathy

Date of Birth : June 6, 1988.

Gender : Male.

Marital Status : Single.

Nationality : Indian.

Religion : Hindu.

Languages Known : English, Hindi and Telugu.

Hobbies : Listening music, playing Caroms and cricket.

**Declaration:**

I hereby declare that the above-mentioned information is correct to the

best of my knowledge and belief. I joined Cognizant with 0% knowledge in SAP

but learned the software in couple of days with my learning ability. Give

me one chance I will make sure that your decision was right to appoint me.

**Date:**

**Place: (Parthasarathy)**