**Vikram B**

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27-164-3B, Ram Nagar Colony,

Chittoor,

Andhra Pradesh-517001.

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**Objective:**

Seeking a career with diverse responsibility, which is compatible with my nature and strength and it enables me grow professionally while contributing to the success of the company.

**Work experience:**

Company : DXC Technology [Hewlett Packard Enterprise]

Job Profile : Senior Assistant Accounting (Accounts Payables)

Industry : Accounting

Tenure : 26th July 2017 – Till Date

**Job description:**

* Executing payments process on behalf of the client to the vendors who deliver goods & services from around the world to our client.
* Ensuring 3-Way & 2-Way matches with reference to the PO & Non-PO based transactions.
* Verifying the vendor transactions by using SAP (MM & FI) transaction codes.
* Analyzing the invoice information as per the SAP information in terms of the following below aspects :

1. Basic fields of the invoice like (Invoice number, Date, Amount, Vendor details, Bill to address).
2. The compliances, tax codes and exceptions provided by the market in treating different vendors.
3. Matching of the material data in terms of (Material description, Quantity, Prices), which should comply ‘Goods ordered, and Goods delivered’.
4. Validating & follow-up of invoices having miss-match or insufficient data.
5. Co-ordination and follow-up from the client for the resolutions.

* Posting & Reconciling of non-payment transactions through the ‘GL & Cost Centre’ details provided by the client.
* Evaluating & follow-up of the payment schedules for exceptional transactions highlighted by the client.

**Month End Activities:**

* Auto Posting Corrections, Self –Billing, GRIR Report & K2 Forms, subsequent debit & credit postings, Vendiff report.
* American Express Card, P-card activity

**Automation & RPA Project:**

* Joined OCR (Optical Character Recognition) Automation Project in 2019 and completely handling automation process.

1. Training the vendors in Abby tool and coordinating with Robotic team
2. Training the invoices in Abby tool to identify the characters from invoice copy for exporting it into XML format without manual intervention.
3. Generating the PDF invoices into XML format for purpose of bot posting (Automation)
4. Working on fallouts and exceptions thrown from Robot posting which bot unable to post the invoices.
5. Fallouts analysis and resolving the issues
6. Regularly coordinating with RPA (Blue Prism) Team regarding invoice process.
7. First automation process started with single market for testing purpose and expanded to all other markets across the globe.
8. Handling automation process for all markets.
9. Training all posting users of different markets about automation and assisting them to work on Abby tool and automation process.

**Technical skill:**

* MS–Office
* E-COMMERCE
* Basic knowledge of tally

**Core Competencies:**

* Analytical and problem solving skills.
* Flexible towards business requirements and situations.

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **School/college** | **Board/University** | **Year of Passing** | **Percentage** |
| B.Com | Sri Vivekananda  Degree College | Sri Venkateshwara University | 2017 | 79% |
| Intermediate | Sri Vidhyavikas Junior college | AP Board of Intermediate Education | 2014 | 94% |
| SSLC | Saadhan English Medium School | AP Board of Secondary School Education | 2012 | 8.8(GPA) |

**Achievements:**

* Appreciation award in July -2018/19 (KUDOS Award)

**Personal Information:**

Name : Vikram B

Father’s name : Bhaskaran D P

Mother’s name : Kaasi B

Date Of Birth : 11.04.1997

Nationality : Indian

Gender : Male

Marital Status : Single

Languages known : English, Tamil &Telugu

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore (Vikram B)