

**Venkataramana Jaini**

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**Yousufguda**

**Hyderabad**

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**CAREER OBJECTIVE:**

To seek a challenging position in the Financial and Accounting services where I can hone my analytical and technical skills, explore my knowledge and become a high contributor to the growth of the Organization.

**WORK EXPERIENCE:**

➤ *Working as Associate Financial Analyst in INFOR GLOBAL SOLUTIONS PVT. LTD (From November'16 to till date with 3.9 years experience)*

**Company Profile:**

**Infor Global Solutions** ([www.infor.com](http://www.infor.com)) built and acquired and improved some of the best enterprise solutions in the business. In a few years Infor has become one of the largest providers of business software, with over \$2billion revenue. [**Industry: Software Development Co.**]

<b>Organization</b>	<b>Designation</b>	<b>Experience</b>
<b>INFOR-Hyderabad</b>	<b>Associate Financial Analyst.</b>	<b>4.5 Years</b>
<b><u>License Billing Process</u></b>		
<ul style="list-style-type: none"><li>● Primary Responsibility is billing which includes raising the Invoices, Credits and Re-bills.</li><li>● Preparation of Operational Metrics (Daily Trackers, un-batched report and preparation of Minutes of Meeting (Daily and Weekly etc), Daily volume report preparation to know the team volume status and preparing batching report to send the admin team for posting and dispatching the invoices to the customers and preparing of daily input productivity tracker .</li><li>● Preparation of open order report which needs to be send to admin team on daily basis</li><li>● Participated and actively conducted daily/weekly calls with clients.</li><li>● Provided adequate back up support to achieve the team goals.</li></ul>		

- Trained new team members to bring them up to the learning curve.
- Conducted process refresher trainings whenever there is change in process steps.
- Actively participated in the process improvements and standardization projects at process & tower level.
- Shared best practices with the team to enhance the individual productivity and process efficiency levels.
- Helped Team Leads in providing inputs and preparation of operational metrics reports.
- Positive feedback received directly and indirectly from the process owners.
- Efficient contributor for sharing some of the observations at Process level.
- Experimental in handling different processes within LB team.

### Collection Process

Accounts receivable collection becomes necessary when customers or clients do not pay their accounts when they fall due, and when they become overdue.

It would be nice if everyone paid their invoices on time ... but this is the *real* world.

- Some customers are conscientious, others are not
- Some are disorganized with paperwork
- Some don't have the money because they:

a) didn't budget to pay your bill, or

b) haven't themselves been paid by their customers.

However, you need to get the ball rolling and start your accounts receivable collection procedures.

Here is what this page covers: -

- **Contact with the customer** and following up non-payments
- Allowing the customer to **pay the account off** over several weeks / months
- The formula for **calculating interest**

This is a five-step process for a worse case non-payment scenario.

1. a phone call
2. another phone call or two
3. a letter of demand
4. a final letter of demand
5. hand over to debt collection agency

### **Additional Responsibilities**

- Auditing the invoices processed by team member and batching them for posting for APAC and EMEA regions.
- Ensure to prepare Deal Desk tracker and Input observation tracker on monthly basis.

### **Order Management Process**

- Creating the Sales Orders in Softrax 9
  - Prioritizing the Orders and ensuring that the Order Form has all the details available to be entered in both the Applications.
  - Ensuring the accuracy of Processing as per SLA.
  - Review the Orders make the changes as order form requires.
  - Interfacing with Order Entry Controllers to resolve issues and judgment to escalate to management as and when required.
  - Completing the Fulfilled orders and sending the orders packs to License Billing team for the generation of invoice.
  - Actively participating in generating the process improvement ideas for simplifying process and ensuring the smooth run of the process.
  - Trained the new team Members on Order Management
- Maintain the Reports and Issues/Problems trackers, resolve immediately

### **Credit Dispute Management**

- Sending disputed invoices for approval.
- Processing Approved disputes (credit and re-bill with the correct detail)
- Follow up with SAM (sales team) for re-bill order with the correct detail

- Informing to collection team regarding the credit re-bill transactions
- ICS Billing Process**
- Handling the Rate and Cost matrix in which we will update the rate and cost in the clarity in the respective windows
  - First part of the billing is to import the data from clarity to sofrax and then drafting the invoice for tax calculations
  - Pulling P154 report for approved invoices from the clarity and generating the invoices in the sofrax and if any amendments required will be prosecuted and finally, we will dispatch final invoices to the regional admin teams.
  - We will process the credits to knockoff the original invoices which are rejected from the customers and rebill them to the customer as per the request.

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**Received all the Awards at Infor**

<b>PROCESS IMPROVEMENTS – ENHANCED</b>		
SI #	APPLICATION	IDEA/SUGGESTION/TITLE
1	MS Outlook 2010	Audit/Edit - Process Mechanism
2	Softrax-9 (ERP)	Copy the order avoid Manual Key in
3	Printer	Bulk Printing
4	Motivation Factor	Performer of the Month/R&R with no Cost for Co.
5	PDF Converter Installation	For copy and paste on converter for other language
6	General - Process	(Block Out) Time Utilization

**Qualification:**

Course	University	Year of Passing	Percentage
SSC	Board of SSC	2007 – 08	61%
Intermediate	Board of Intermediate	2008 - 10	74%
B.com	Osmania University	2010 – 14	72%

**Rewards & Recognition.**

- Received “Star of the Quarter” for Quarter Q4 for consistent performance in production with an accuracy level of 99.8% in Accounts Receivable under EMEA Region

<b>Computer Skills</b>	<b>Computer Applications</b>
1) <b>Expert with excel</b>	1) <b>Softrax-7 &amp; 9</b>
2) <b>Vlookup, Pivot table</b>	2) <b>Worked on 5 Unique Applications</b>
3) <b>Typing speed 35 words per min.</b>	

**Personal Profile:**

Fathers name : J Nagabhushanam

Date of birth : 07-06-1991

**Permanent Address** : 1-97

Venkatanayuni palli, dhone

Dhone - 518222

Interests : Singing songs, listening to music

Strengths : Good Analytical Skills & Confidence

**Languages known** : **English, Hindi & Telugu.**

(VENKATARAMANA JAINI)