



SUMMARY

Highly organized and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humour.

SKILLS

- Communication Skills
- Ability to Work under Pressure
- Good Interpersonal Skills
- Time Management
- Self-motivation
- Adaptability
- Teamwork
- Creativity

EDUCATION

Master of Business Administration in Finance
Bachelor of Commerce

EXPERIENCE

07/2015 – 05/2018
Hyderabad

REALPAGE INDIA PRIVATE LIMITED

Senior Invoice Processor

- Responsible for checking each invoice for accuracy and maintaining invoicing log.
- Assisted accounts receivable in collecting from severely delinquent accounts.
- Worked closely with accounting group to set up new clients and approve credit terms.
- Assisted in developing Key invoices into invoice processing application daily.
- Assisted in maintaining aging report and developing monthly aging report for accounts receivables.
- Calculated figures such as discounts percentage allocations and credits.
- Suggested process improvements to secure prompt and regular payments for company.
- Opened and assigned new client accounts.
- Conducted month-end balance sheet reviews and reconciled any variances.
- Assisted in approving new credit customers and setting up accounts.
- Review data inputs for accuracy/completeness
- Maintain and update Vendor accounts as needed
- Worked in 57 Property Management Companies and Multiple Suppliers for auditing Quality Check and Process Property Management (PMC's) Utility/Non-utility Invoices with 100% Quality as per Property Management Rules.
- Searching and Processing above 300 invoices per day with 100% Quality (property, Supplier, Invoice#, charge amount).
- Searching all critical and Non-critical fields and process with accurate invoice# to avoid duplicacy.
- Proper comments are provided to the Property Management Company for Utility and Non-Utility bills.
- Insurance Documentations and processing with 100% Quality Check
- Record every Invoice in Production spread sheet for tracking.
- Research on Export Failed Invoices.
- Preparation of Client Report for Export Failed Invoices and Pending Review invoices.

- Sending request to client for adding supplier notes
- Assignment of Invoices to team members as per set by the management.
- Preparation of Pending Review Report for clearing pending invoices on daily basis.

11/2010 – 05/2012
Hyderabad

THOMSON REUTERS CORPORATION PVT., LTD
Associate

- Analyzing captured scientific information and processing the scientific journals according to the required format.
- Responsible for maintaining the quality as well as delivering the accurate data with quality checks.
- Capture cited references from published journal and book material. These references are presented in bibliographies, footnotes and also interspersed within the text of the articles

06/2005 – 08/2006
Hyderabad

ICICI WINGS
Telecaller

- Attend the voice calls on Credit Cards.
- Handle customer Credit Card queries and resolve their issues
- Explain the customers - based on product offers
- Promoting the products
- Prepare a list of calls made by the staff department wise and send the same to HOD.

PERSONAL INFORMATION

Husband's Name: Ram Mohan Sharma Guda
Date of Birth : 23 Aug 1985
Languages : English, Hindi and Telugu
Hobbies : Listening to music