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| Praveena.HN  Email: praveenhn.ychalli@gmail.com    **Mobile** : +91 8553802078  **Work Experience:**  Overall 5.01 years of experience in Finance operation and Captive Industry (Finance and Accounts) with different firms in Accounts Payables and Accounts Receivables.  **Educational Qualification :**  M.com Graduate from Davanagere University.  **Date of Birth :**  26 Oct 1992  **Nationality :**  Indian  **Residential Address:**  #515, 14th main manjunathanagara, near Saibaba temple, Bangalore.   Languages Known: English, and Kannada  **Areas of Interest:**  Indoor games  Listen to Music  and Swimming. | Career Objective :  To obtain a responsible position in the area where I can learn more and contribute my knowledge, at the same time to extend in professional growth. I will thrive for excellence with my abilities of quick learning, effectiveness under pressure, quality orientation and effective communication  Summary:   * A commerce graduate with 5.01 years of experience in the areas of Finance & Accounts in Accounts Payable. * Presently associated with Cargill India **CASC settlements** Bangalore. * Previously experienced with Accenture solution PVT LTD. (General Accounting Ops Analyst) * Handling overall financial function, Indexing Invoice processing, GR and IR, Claim Validation * Expertise in account Management mainly in Procure to pay and Order to Cash (Cash application- Broker commission). * Proficient in building client relationship, providing quality customer services and resolving customer queries and complaints. * Experienced in monitoring team in terms of leaves and work.     Professional Experience :  **Working in Cargill as Associate Professional from February 2019 to till date**  **Role : Associate Professional.**  **Department : Finance and Accounting.**  **System:** Lynx, JDE and CMM  **Job Profile:-**   * Invoice processing for North American countries. * Review the customer Purchase requisition and settle the contracts. * Generating an invoice with the current market price. * Work closely with merchants and collection teams to verify the payments received in a timely manner. * Handling calls with BU on daily basis about the customer contracts and terms. * Creating an advance payments. * Handling Invoice processing exceptions & queries through Remedy tickets received from stakeholders & supplier. * Creating contract with the assistance of merchants from BU. * Responsible to make the corrections on customer overpayments or incorrect payments. * Stop, voiding and reversals of payments and Resolving pending payment rejections. * Preparing the reporting and metric on monthly basis to submit to the management. * Responsible to attend the monthly/weekly calls from BU and various teams. * Preparing Weekly Deck to present the current outstanding to management. * Expert in advance payments to the vendor. * Managing the client’s perception of service quality SLA (Service Level Agreement) and Maintain 98% and above accuracy in Quality service. * Monitoring daily volumes & Work Allocation to the Team Members and ensure the task is completed by EOD also conduct the knowledge sharing session to new Joiners. * Single point of contact for Business unit issues and problem solving. * Involves extraction of reports on weekly and monthly basis. * Resolving pending payment rejections. * Reviewing the Freight rate and Charging the Tax based on the Tax Matrix. |

**Accenture solution Pvt. Ltd.** (From Nov 2015 to till Feb 2019)

**Role : General Accounting Ops Analyst**

**Department : Finance and Accounting**

Job Responsibilities:

**Systems**: Oracle, Genweb ,SAP

**Responsibilities**

* Efficiently process vendor invoices (Indexing) and maintain up-to-date system.
* Manually processing of invoices according to client requirement.
* Managing the AR cart and allocating the batches to the team members.
* Allocating Bank deposits to different locations based on client, customer, branch, and divisions guidelines.
* Timely and accurate application of cash receipts to outstanding invoices and allocating UN-reconciled revenue receipts to appropriate general ledger accounts based on client, customer ,branch, and division guidelines.
* Manage query resolution by teams for internal business users and external suppliers.
* Verification of Invoice Details with Purchase Order details.
* Complete the work within the Turnaround Time (TAT).
* Always follow the FIFO method when processing invoices.
* Presenting the monthly productivity report.
* Making sure all the invoices are within SLA.
* Research problems and processed corrected payments. Manage vendor issues.
* Documenting all accounts payable transactions.
* Compiling management reports and assisting with audits.
* Handling Material Management (PO) and Financial Accounting (Non PO) Invoices.
* Updating the OPEX board including Daily dash board and 3x3 chart and monthly Metrix.

Career Achievements:

* Maintained 99% accuracy and Received Soring eagle & Spot awards.
* Received monetary benefits for the good performance.
* Recipient of ‘Performer of the Month' award and Quarterly Award
* Rewarded with we@accenture idea which reduced manual work
* Awarded by client for the best work. And get a Star business award

Educational Qualification:

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| **COURSE** | **Name of the Institute** | **YEAR OF PASSING** | **PERCENTAGE** |
| M.Com | Davanagere University | 2013-15 | 63.00% |
| B.Com | ATNCC shimoga | 2010-13 | 72.00% |
| PUC | Athani Comp PU College, Davanagere | 2008-10 | 68.33% |
| SSLC | Govt High School, Y.C.halli | 2007-08 | 60.80% |

Areas of Strengths:

* Self-confidence
* Positive Attitude
* Hardworking
* Team Player
* Quick Learner

Technical Skills:

* Excel.
* Oracle.
* Lynx and CMM.
* SAP.
* JDE.
* Power BI

Declaration:

I hereby declare that the above given particulars are true to the best of my knowledge and belief.

Bangalore (Praveena.HN)