CURRICULUM VITAE

**J.sathish**

**H.NO: 1-6-202/17/4,**

**Bapujinagar,**

**Musheerabad, Mobile: +91-8121678331**

**Secundrabad, 500020. E-mail:sathish481987@gmail.com**

Objective

To associate myself with an organization where I can apply my knowledge I would like to take up any challenges forwarded in the interest of organization and help to create a positive atmosphere at my work place.

Work Experience

Cognizate Technologies Pvt Ltd, Hyderabad, India. Role- Process specialist in Cash application process from Duration- Feb-2019 to Feb-2020

**Roles &responsibilities**:

* Check the FEBAN receipts fallout volume and allocate it to ROBO and team members to process
* Performing reconciliation between incoming payment and receipts in bank from third party collection
* Handling escalation emails from clients and customers
* Working on Posted on Account and Suspense Account clearing Project
* Perform quality check as per requirement and provide feedback on errors and make sure to update CAPA tracker on regular basis
* Check the refund approval request and approve the refund to team members
* Prepare and Publish status for Posted on Account and Investigation GL on daily basis
* Working on Rejected and Returned Payments
* Handling Debt collection emails an support to debt collection team members
* Publish current month unidentified payments report to all stake holders in order to clear before MEC on weekly basis
* Prepare KPI and SLA reports on monthly base after MEC

Syniverse Technologies Pvt Ltd, Hyderabad, India. Role- Process Analyst in Cash application process Duration- Jan 2015 to Feb-2019

**Roles &responsibilities**:

* Allocating the incoming cash-receipts as per SLA on regular day-to-day basis (Account receivable) of the clients.
* Follow up with Roaming partners for payment details for the unallocated cash receipts.
* Investigating the old unallocated payments, as per the details provided from the RP’s (or) from the banking team.
* Generate debt collection percentage reports for every client and provide status report.to Clients and Partners.
* Preparing daily, weekly and monthly reports on the unallocated cash for each account
* Handling VIP & SLA client with 100% accuracy.
* Responding emails received from Clients and Roaming partners.
* Evaluated over/underpayment; initiated return of overpayments and issued letter requests/inquiries to customers with underpayments or those with unauthorized deductions
* Additional job knowledge of Reconciliation Process, Invoice Process & DCH Process; developed / recommended operating policies and procedures for the Accounts Receivable (AR) Section
* Working towards meeting the KPIs.
* Providing payment notifications as per Client requirements.
* Identifying & investigating of clearing payment & duplicate payment.

**Highlights**

* Recognized as Top Performer for contributing in reduction of unallocated lines
* Recipient of Above and Beyond Award for contributing Reduction of Unallocated Lines Efforts
* Reduced overdue collection instances in key accounts by 45% in 2016 by initiating Backlog Project
* Initiated & sustained efforts to get excellent client satisfaction scores by providing effective resolution to customer queries and improving relations with them by anticipating future requirements (Pls. Check)
* Delivered consistent success in mentoring team in achieving targets on daily, monthly & yearly basis and meeting year-end targets

**Genpact India Private Limited**, Hyderabad (A.P), India

Role- Process Developer Accounts payable process| Duration- June 2011 to May 2014

**Roles & Responsibilities:**

* Importing of scanned Invoices from Affax (Legacy system).
* Detail auditing and validation of Invoices in HEX.
* Payment clearances as per TAT.
* Analyzing the invoice by the authorization and backups.
* Handling Mail Box ensuring that the rush requests are closed in stipulated timeline
* Invoice will be reprocessed as per client advises and adjustments.
* Involved in critical clients invoice with 100% accuracy.
* Managing issues related on invoice payments such as setup Receivables, Re-classes, Insurance correction, Commission adjustments etc.
* Reconciliation of Daily EXTRACT email box from Client End.
* Ensuring the desired quality levels at all times at the expected productivity rate.
* Generating Daily reports and Performance statistics for the Team.
* Coordinating with team and management for process promotion activities.

**STRENGTHS:**

Ability to work hard, individual and as a team.

Striven heart to achieving the give target.

Good understanding of business process.

Educational Qualifications

* M.B.A (Finance) from St Anthony’s P.G College. (Having 67%) (2009-11)
* B.Com (Comp) from Jahnavi Degree College. (Having 64%) (2006-09)
* Inter (MEC) from New Generation Jr College. (Having 60%) (2003-06)
* S.S.C from Blue Birds High School. (Having 53%) (2002-03)

Skill Set

Operating systems : Windows 95, 98, 2000 & XP.

Office Tools : Excel, MS-Word, Power-Point,SAP (FI) ERP

Areas of Interests

* Making Friends
* Listening to Music
* Drawing

Major Achievements

* Recipient of Above and Beyond Award for contributing Reduction of Unallocated Lines Efforts.
* Received **Bronze Award**for my individual performance in work
* **Customer centricity** award form client
* Received **Thank you Card** from Onshore team

Permanent Address

Name : J.Sathish

Father Name : J.prabhakar

Date of Birth : 4th, August 1987,

Marital status : Married,

Nationality : Indian.

Languages Known : English, Telugu & Hindi.

Permanent Address : 1-6-202/17/4, Bapujinagar,

Musheerabad, Hyderabad, 500020

Passport : Valid Passport

Declaration

I here by declare that all the information mentioned above is true to the best of my knowledge.

Place : Hyderabad

Date : **J.SATHISH**