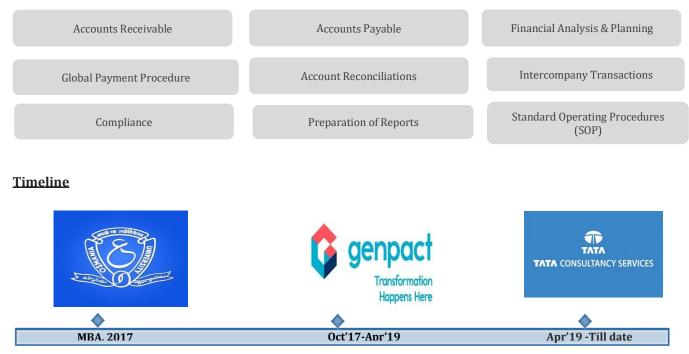


Result-oriented Finance professional with an MBA (Finance & Human Resource), having organizational experience of over 3 years in Procure to pay domain, targeting assignments in Finance domain (Accounts Receivables/ Accounts Payables/ SAP software) with MNCs

# **Profile Summary**

- Focused and goal-oriented professional, was recently associated with Tata Consultancy Services, Hyderabad
- Supervised operations of the Accounts Receivable (AR) section with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables through SAP and timely collection in accordance to company policies
- Expertise in Global Payment Procedure and Practices, Banking Relationship Management and Accounts Payable Process, and so on
- Strong functional knowledge and experienced in providing functional support for business process mapping and automation related to payments
- Profound systems-driven approach to accelerate financial operations; uses SAP, Ariba, ServiceNow & Paratur
- Identified process issues with reporting method and proactively introduced new procedure for the department, for improving report quality
- Played a key role in a Process Knowledge Transfer from Genpact, France through skype to TCS, Hyderabad; performed end-to-end activities from interacting with the clients, overseas to transforming knowledge in TCS, drafting SOPs, training new members and tracking the process development; was presented with "A Stare Performer Award" for the same

## **Core Competencies**



### Work Experience

### Tata Consultancy Services, Hyderabad as Process Analyst

Oct'17-Apr'19

### **Key Result Areas:**

- Interacting with customers, credit management and customer services for day-to-day issues and allocation issues.
- Daily applying CASH with in given TAT, and working on customer open items to be cleared
- Delivering an efficient service to internal & external customers for queries, refunds and un-cashed refund cheques
- Maintaining a record of applying the cash received through EFT or wire and cheques on daily basis
- Executing reconciliation of GL accounts; managing queries through emails and ticketing; processing customer's refunds, automated, manual and cheques, reversing and following up with customer for rejected direct debit payments
- Performing reconciliation of refunds done and maintaining track of those rejected to make them successful in liaison with Collections and Customer Master Data team
- Monitoring GLs and publishing metrics to the business on a weekly basis
- Working on daily unallocated cash, contacting the customers and delegating to credit team for getting the volume down
- Performing audit of the team through random sampling on all activities
- Accomplishing accounts receivable target goals by training, assigning, communicating job expectations and adhering to policies and procedures

### <u>Highlights:</u>

• Conferred with the "Star Performer Award" in Dec 2019; interacted with client on Skype and Webex, transfered knowledge over calls and emails, from client site in France, created SOPs, trained two new members and monitored process development

### **Previous Work Experience**

#### Genpact, Hyderabad as Process Analyst

#### **Key Result Areas:**

- Worked in procure to pay domain; monitored global payments generic email boxes
- Updated batch payments, batch failures and payment rejections
- Applying all the payments as per individual country cut off
- Administered daily bank reconciliation allocation to the team members
- Resolved AP helpdesk emails & calls queries; Collaborated with treasury and banks for access requests, fund transfers, and so on, effectively
- Performing Fund transfer and pulling rejection report
- Prepared monthly deck data and presented to the client and management on monthly basis; received multiple appreciations from clients for quick process deliverables
- Safeguarded payments of employees expenses, vendors and AmEx card payment, on time
- Maintained daily trackers for offline, IC settlements and adhoc payments and rejections

## <u>Highlights:</u>

- Trained new team members on the process and leading Asia Pacific Payments
- Conferred with "Outstanding performance Award" from Training team; this was for the active participation in all training related events

## **Education**

- MBA (Finance & Human Resources) from Osmania University in 2017
- B.Com. from Osmania University in 2014

## **Technical Skills**

| Applications<br>Operating Systems<br><u>Personal Details</u> | : | SAP, Ariba, ServiceNow, Parature & MS Office (Word, Excel, PowerPoint)<br>Windows 8.1/10, Windows 98/XP |
|--|---|---|
| Date of Birth<br>Languages Known                             | : | 03 <sup>rd</sup> February 1994<br>English, Hindi; Telugu; Nationality: Indian; Marital status: Single   |
| Address  |   | 3-4-338/5 Kachiguda Hyd 5-27  |