Resume

EMAIL ID : Srikanth3775@gmail.com

SRIKANTH . P PHONE NO : 9030943324

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**OBJECTIVE:**

To work with an organization where I can get to apply my knowledge and skills in the area of Finance, thereby contributing to the development of the organization and at the same time utilize the opportunities given to me to improve my knowledge base.

**Work Experience: (5 Years )**

Working with Cognizant as Senior Process Executive, since March 2016 to till date.

**Job Profile: Senior Process Executive – Accounts Receivable**

**Role & Responsibilities:**

* My primary role as a Premium Analyst included day to day management of applying the Cash and performed daily reconciliations of the billing details with the accurate headcount that should be billed.
* Accepting the checks, Wire, ACH and online payments of the customer.
* Verifying Customer premium and applying down the payments as per Customer request.
* Calculation of payment on monthly basis. Using excel to setup spread sheets and document calculations as part of permanent files.
* Validating the payments with customer coverage’s.
* Research checks or wires received with inadequate information or backups.
* Overpayments, Bad debts write OFF
* Processes refund cheques and daily NSF cheques;
* Processing internal transfer if the paid money is not related to the department.
* Check and Payment Application. Processing A/R Payments against invoices on daily basis which we received from the Wells Fargo Lock Box web site and Fed wires.
* Following up with the clients for their outstanding dues.
* Responsible for handling Collections, Refunds.
* Following the procedures and maintaining 100% accuracy quality internal and external.
* Provide training for new staff in the areas of system operations and procedures.

**Skills, Initiative and Rewards:**

* Proficiency in all Microsoft Office applications, including Excel.
* Was awarded **Spot Light Award** of the project for consistence performance in 2020
* Received appreciation emails from Onshore Team.
* Always stood first in team in terms of productivity and quality irrespective of involvement in multiple initiatives

**EDUCATIONAL QUALIFICATION:**

* M.B.A (FINANCE) from Malla Reddy Institute of Management , (O.U),
* Graduation from Sri Nagarjuna Degree College with B.com (computers), (O.U)
* Intermediate (M.E.C) from Sri Chaitanya Jr College,
* High school educations from ZPHS School,

**MBA PROJECT:**

* Title: Project Study on “INITIAL PUBLIC OFFER”.
* Organisation:( ICICI )
* Description: An IPO occurs when the board of directors of company of a primary owned company makes the decision to issue shares in the company that can be sold to the public at First time .

**TECHNICAL SKILLS:**

Typing Skills, MS Office 2007 (word , Excel , Power Point )

TALLY (ERP.9) – Accounting package Module certified.

PERSONAL SKILLS

* Good communication and presentation skills.
* Willingness to learn and adaptability to put learning into practice.
* Positive attitude.

**PERSONAL DETAILS:**

 Name : Peddapally Srikanth

Father’s Name : Narsaiah.P

Date of Birth : 10.06.1990

Languages known : English, Hindi, Telugu.

ADDRESS : H.NO: 533, Yellammabanda, Dattatreya colony,.

 Kukatpally, Hyderabad – 500072

I here by declare that all the information provided above is true and correct to the best of my knowledge and belief.

 Place: Hyderabad

 Date: **(SRIKANTH.P)**