CURRICULUM VITAE

**Sailalitha V**

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**OBJECTIVE:**

Seeking a challenging position in company where individuals are encouraged to perform better and better to make organization a great place to work and more profitable. Looking for a greater challenge to prove myself a great asset for the organization where individuals are measured by performance.

**Work Experience: 9 years of experience in accounts payable.**

**Organization : Accenture Solution Private Ltd, Bangalore**

**Designation : Team Lead**

**Reporting to : Team Manager**

**Duration : March 2020 to till date**

**Job Responsibilities:**

* Ensure team is performing day to day deliverables.
* Ensure that the team adheres to process and controls regarding invoice Processing.
* Monitor Scheduled payment runs are executed timely and rectify if any issue occurs at the time of payment run.
* Review aged open, pending items to proper action/follow-up
* Lead a team of 13 members whose responsibilities included Invoice processing, Helpdesk, Urgent payment process, P-Card claims, Transaction Audit
* Manage and develop the team through motivation and support
* Maintaining good supplier relationships
* Cultivating and maintaining good internal business relationships
* Alongside the other Team Leader, manage all components of the daily activities of Accounts Payable including vendor master data, payment, Order to cash etc.
* Performing daily, weekly, and monthly reports.
* Ensure that all incoming AP inquiries are resolved in a timely manner and manage escalations as needed
* Maintain and monitor all operational/control reports
* Preparing and maintaining business excellence/ Operation excellence such as dash boards, KPI, Agent score cards, Inflow & outflow details, error logs
* Preparing operational and daily call reports
* Training the team and provide feedback in the areas to improve
* Conduct regular meetings/ brain storming sessions to the team to improve the process
* Working with automation team to implement new tools to simplify the process
* Preparing and updating process documents on a timely basis

**Organization : Volvo India Pvt Ltd, Bangalore**

Designation : Process Lead

Reporting To : Team Lead

Duration : February 2015 to November 29th 2019

**Job Responsibilities:**

* End to End delivering of AP process including intercompany transactions.
* Processing PO, NON-PO invoices in different systems (SAP, Varnet).
* Monthly analysis of paid and non-paid invoices.
* Working on parked documents, Quantity, and price block discrepancy reports on daily, weekly basis in order to make on time payment to supplier.
* Preparing reconciliation of statement between SAP and supplier list and providing status to supplier on the same.
* Preparation of delivery of agreed key performance metrics of turnaround time, quality and productivity etc.
* Work on internal controls and observation and fix the problem within team.
* Troubleshoot issues in the overall process and drive the resolution.
* Prepare process documents and get it approved by team supervisor.
* Scheduling call with buyers, planners to explain about quantity and price discrepancy and ask for any help in case of any new or on-going issue with invoices.
* Performing Kanban uploads on bi-weekly basis.
* Preparing GR-IR reconciliation report and working rigorously to reduce it.
* Working on debit balance suppliers and requested refund on the unapplied credits.
* Responding to ad-hoc queries from business.
* Working on intercompany transactions daily, weekly, monthly basis.
* Working closely with OTC, RTR, payment, Vendor master teams to resolve any problem/ issues.

**Organization : Capgemini Business Services (India) Ltd, Bangalore**

Designation : Process Associate

Reporting To : Team Manager

Duration : March 2014 to February 2015

**Job Responsibilities:**

* Segregation of invoices received in different mailboxes for varies company codes.
* Performing scanning and OCR.
* Processing invoices PO or NON-PO in different system with mandatory details.
* Handled multiple county invoices without language barrier.
* Maintained TAT for all invoices & with above expected accuracy.
* Worked in Error Resolution team and resolved discrepancy.
* Providing clarification on invoices to team members for correcting & re-entering the invoices.
* Supported GMB & helpdesk team.

**Organization : ACS India Private Ltd, a Xerox Company, ITPL, Bangalore**

Designation : Transaction Processor

Reporting To : Team Lead

Duration : February 2012 to March 2014

**Job Responsibilities:**

* Specialized to work on Refund & Return checks from vendors & provide resolutions.
* Handling vendor queries and action towards the solution to problems faced by the Vendors on their unpaid invoices.
* Handled Vendor Specialist queries from Vendor & Buyer.
* Worked with vendors & buyers directly to resolved issues related for missing data via call & emails.
* Re-correcting payments by submitting void-reissue & void no-reissue.
* Verifying status of checks in JP Morgan bank site to update vendors.
* Submitting Invoice correction notice & Voucher change requests.
* Resolving Customer issues related to invoice payment issues within the desired TAT.
* Updating the Desk Top Procedures on timely manner.
* Comply with SLA requirements imposed by the clients. Review process documentation and amend as required.

**Education Qualification**

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| --- | --- | --- |
| **Qualification** | **Percentage** | **College/University** |
| M.Com | 57% | Kuvempu University. |
| B.Com | 55% | Bangalore University. |
| PUC | 85% | Tamil Nadu PUC Board. |
| SSLC | 65% | Tamil Nadu SSLC Board |

# System Exposure:

* Proficient in SAP S2 Hana
* Proficient with MS Office
* Proficient in PeopleSoft Financial
* Proficient in Oracle R12
* Proficient in Varnet
* Proficient in JDI
* Proficient in AWS, VDI & SNAP

**SKILLS**:

* Strong communication skills (written and verbal)
* Good interpersonal skills with an ability to understand the customer’s problem and solving them.
* Training new employees and getting them productive quickly

**Achievement**:

* Eagle Squad award for best performer in team
* Champion of the month

**STRENGTHS:**

* Adaptability, Positive thinking & Quick learner
* Team performer & Co-operative with team members
* Enthusiastic & Ability to withstand in various situations

**PERSONAL DETAILS:**

Father’s Name : S. Venkatasubramanian

Date of Birth  : 20th June 1992

Sex       : Female

Marital Status : Married

Nationality : Indian

Languages  : English, Tamil, Telugu & Kannada

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge

Place: Bangalore

Date: 14/06/2021 (SAILALITHA.V)