**SRINIVASULU GALI**

**Mobile No.: +91 7036128101**

**E-Mail: srinugali9640@gmail.com**

**JOB OBJECTIVE**

Looking for a highly challenging environment where I can fit into a groove of excellence and become an active member of an inspired team and contribute to the growth of the organization and in the process enhance my overall skills.

**ORGANIZATIONAL EXPERIENCE**

**AGRO TECH FOODS LIMITED Feb’2020to till date**

**Dept: Finance & Accounts**

**Position: Finance Officer (Accounts Payable)**

**Job Responsibilities**

 **Having 2.9 yr.’s of experience in accounts payable with oracle ERP tool.**

* **Timely checking and accurate processing of vendor invoices.**
* **Processing of 2WM and 3WM and 3LR(Logistics) Bills on daily basis.**
* **Processing of PO and Non-PO based invoices.**
* **Analyses all invoices and expenses reports in order to accurately posting of expenses to correct accounts and cost centers.**
* **Regularly monitored accounts to ensure all invoices are paid in a timely manner.**
* **Coordinating with procurement team to verify all vouchers, invoices and delivery receipts.**
* **Making vendor payments as per the invoice due dates.**
* **Verifications for vendor Agreements at the time of new vendors Code Creations & Properly followed SOP.**
* **Vendor outstanding invoices are Prepared and follow up with vendor to clear all those outstanding bills on timely basis.**
* **Invoice related issues will be solved with coordination of vendors.**
* **Making the advance payment for the proforma invoices based on the CFO Approvals (For proforma invoices).**
* **Providing data to Creation of vendor account groups, vendor masters.**
* **Posting of credit memo, debit memo and standard invoices.**
* **Run the vendor related reports like payment report, supplier master etc.**
* **Checking the vendor invoice with our PO regarding to rate, quantity and G.S.T details etc.**
* **Ability to work as an individual or within a team frame work. Accurate and timely input of information which is essential to the company’s payment.**
* **Ensure balance Confirmation letter are sent to the parties as per the SOP & timely reconciliation and Closure with the vendor team for variances if any mentioned on the BCL.**

**EDUCATION**

* M.B.A from Andhra University, A.P in 2019 with 70%
* B.com. from Acharya Nagarjuna University, A.P in 2017 with 55%
* 12th from Board of Intermediate Education, A.P in 2013 with 83%
* 10th from Board of Secondary Education, A.P in 2011 with 86%

**IT SKILLS**

* Well versed with MS-Office (Word, Excel).
* Sap FICO ERP configuration.

**SKILLS ENTAILS**

* Good knowledge of accounting system such as oracle financial.
* Excellent organisation skills and ability to take ownership of tasks.
* General accounting and accounts payable knowledge.
* Ability to prepare records in accordance with detailed instructions.
* Knowledge of oracle accounts payable process.
* Good knowledge of Ms office (Ms word, excel, outlook).
* Good understanding and knowledge of accounting concepts.
* Bank Reconciliation

**Hobbies**

* Travelling and Playing

**Highlight**

* Played an Active Role in Generating Reports pertaining to accounts payable.

**PERSONNEL SKILLS**

* Positive attitude
* Quick learning
* Adaptability
* Listening skills

 **PERSONAL DETAILS**

Name : Srinivasulu Gali

Date of Birth : 02-08-1996

Address : Thalluru(V), Kanigiri(M), Prakasam(DT), Andhra Pradesh.

Marital Status : Single

Languages Known : English, Telugu

**Declaration:**

 Here with, I authorize that the information furnished is true to the best of my knowledge.

**Place:**

**Date:**

 **(SRINIVASULU.G)**