**RESUME**

**Lokesh S**

#125/1, 3rd Main Road, 8th Cross Mobile No: 9738474959

Chamarajpet, Bangalore-560018 E-Mail: lokesh.sraju@gmail.com

**CAREER OBJECTIVE:**

To work in an excellent environment, serve best for the company which I work and seeking for a challenge that gives an ample scope to strength my personal goals & achieve the same.

**WORK EXPERIENCE:**

**Company:** ExxonMobil Services & Technology Private Limited

**Designation:** Billing Specialist

From January 1st, 2019 to Present

**Achievements:**

* Part of successful transition of A&M (Aviation and Marine) billing OTC process from Prague to India
* Project on reducing number of logical corrections
* Project on automating one of the manual billing countries

**Job Responsibility:**

* Billing activities, such as credit/debit memo and credit/rebills or cancel/rebills
* Creating Rebate Credit notes based on the request
* Handling Service Requests and Tickets raised through CRM & Zendesk for customer queries and complaints
* Performing Root Cause Analysis for the disputed invoices and identifying preventing measures
* Monitoring different modes of delivery to ensure that customers receive invoices on time
* Creating proforma’s on urgent basis as per the request from process partners for custom clearance
* Handling sensitive Customers without escalation and without missing TAT
* Preparing weekly reports and monthly unbilled report
* Supporting other team members during peak activity periods and vacations/absences
* Creating customer accounts in SAP based on the information provided in the request form
* Maintaining the day-to-day Customer Master Data
* Reviewing and solving the problems related to customer accounts setup process including e-Business data and pricing
* Blocking the customer account during the price discussion and mass changes
* Periodical review of customer accounts for inactive accounts
* Process any special customer billing requirements

**Company:** HP Computing & Printing Systems India Private Limited (Hewlett Packard Inc)

**Designation:** Senior Financial Associate

From July 2nd, 2014 to November 30th, 2018

**Job Responsibility:**

* Processing of invoices manually by matching required Cost Location on inventory basis in a standard Template (Excel) for TEM (Telephone Expense Management) process
* Performing quality check to ensure accuracy
* TDS Postings in SAP Tool for TEM process
* Processing of invoice in SAP and JD Edwards for API (Accounts Payable Inventory) process
* Processing of invoice SAP (VIM application) for APNI (Accounts Payable Non-Inventory) process
* Verifying the invoice for its authenticity
* Check for necessary approvals in case of Non-PO based invoice
* Identifying duplicate invoice and its Deletion.
* Processing invoices of Legal Payments, Utility payments, Microsoft payment & Garnishment Payments.
* Handling the E-Mail queries from the Vendor
* Preparing Scanning Log Reconciliation Reports, Uploaded Recon Report, Do Not Process Recon Report KPI and Metrics Report on a monthly basis
* Archiving data in the ERMS tool for audit purpose
* Validating the invoices which are imported in VTM and moving the same for SAP for payment purpose.
* Providing Payment details to the Vendor upon request
* 100% internal audit done on a daily basis and providing monthly accurate data on same for TEM process
* Clearing fall outs on daily basis from SAP
* Follow up with Vendor for discrepancy invoices
* Trainings conducted for the new joiners

**Company:** Deepthi Printers

**Designation:** DTP Operator

From October 1st, 2013 to June 20th, 2014

**Job Responsibility:**

* Typing Kannada and English Language.
* Working to a design brief from Client.
* Scanning & editing photographs and other images

**EDUCATIONAL QUALIFICATION:**

* Graduated in **B.Com** (Finance and Accounts) degree with 68% in 2013 from

**SSMRV Degree College**, Bangalore

* Pursuing **MBA** inFinancial management from **Annamalai University** (Expected completion in 2022)

**CERTIFICATION:**

* SAP FICO ERP 6.0
* Tally ERP 9.0

**COMPUTER PROFICIENCY:**

* SAP, CMP, VTM, CRM & Zendesk
* Adobe PageMaker, CorelDraw and Adobe Photoshop

**STRENGTHS:**

* Good communication skills.
* Multi-Tasking.
* Fast Learner.
* Enthusiasm to learn new things.
* Good listening ability.
* Flexible to work as individual and in groups.

**DECLARATION:**

 I hereby declare that the information furnished above is true to the best of my knowledge and belief**.**

**PLACE: Bangalore SIGNATURE**

**DATE: (Lokesh S)**