

Resume

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Career Objective:

To utilize my skills and ability to achieve the organizational goals and being resourceful and innovative to become the very best Finance Professional for the company I work.

Professional Experience: 8 years'

Organizations	Designation	Department	Duration
Clean harbors India LLP	Sr Associate - Finance	AR - Collections and Cash applications (OA)	25-March-2019 to till date
Optum under the payroll of Artech info systems India Ltd	Financial Analyst	AR - Health care Cash applications, Accounts Reconciliations, and billing	03-July -2017 to 02-July-2018
Genpact	Process Developer	AR - Sales reconciliation and Reporting	24-Aug-16 to 10-Jun-17
Infor (India) Private Limited	Associate Financial Analyst	AR - Cash Applications, Account reconciliations and Credit collections	16-July-2012 to 18-July-2016

Department: Accounts Receivables – Cash Applications, Collections, Cash Reconciliations, Health care Billing, Credit Assessment (O2C).

Key Achievements:

- Part of Transition for Lawson and Secondary Banks (HSBC & Ned Banks) at Infor.
- Received Customer Delight awards in “Rewards and Recognitions meet” for Best Performances.
- Process Improvement ideas are generated and implemented to enhance the individual productivity and process efficiency levels.
- Received a appreciations from counterparts for Sharing process improvement idea at Genpact
- Implemented bright idea on drive which helps the team to meet 100% SLA every day at Optum

Roles and Responsibilities:

Collections Responsibilities -

- Working on emails received from customer and responding accordingly.
- Pulling the aging report and Splitting into 3 parts Current Due, Past 30 days, and Past 60 days and above.
- List out each customer outstanding balances or outstanding invoices.
- Sending statement of accounts to customer and follow-up with the customer outstanding payments.
- Detailed research on the customer accounts before following up with the customer
- Timely Monitoring customer accounts and identifies overdue payments according to the ageing report irrespective of dollar value.
- Regular follow up with the customers and intimating there outstanding due through emails or calls.
- Updating the comments in getpaid and People soft as per the conversation held with customer so that level 2 collections on onsite and cash applications team can view and act accordingly.
- Posting of adjustments like bad debts, discounts, write offs and setoffs as per the advice from onshore team.
- Identifying the wrong posting and initiating for reversals and reposting
- Coordinating with refunds team for customer Refunds if customer paid excess on invoice or Duplicate.
- Coordinating with branch regarding customer issues in order to get in resolve sooner (Issues related to PO, Disputes regarding pricing, Services , Net terms , etc..)
- Coordinating with E-billing team for uploading the invoices in portals like Taulia, Ariba , Corrigo..
- Reaching out to the customer on credit note, debit note issues.
- Accepting Payment via customer credit card, Debit card and check over the phone.
- Updating customer details in Sales force in timely manner to maintain a good record
- Part of knowledge on Credit Assessment.

Cash Applications & PM10 Responsibilities -

- Allocation of cash Receipts, Wires, ACH payments, Lock Box receipts, Cheques, Credit Cards & DD's to accurate invoices on respective customer accounts for cash received in bank.
- Auto Load or creating manual deposit for all mode of payments and allocating as per instructions.
- Identifying the Un-applied cash and Un-identified cash, communicating with external sources for accurate remittance details, or posting into share point for resolutions.

- Gathering customer remittance information from the different tools to allocate accurately.
- Posting on Accounts for insufficient remittance details, making partial payments and IC ROAs cash.
- Finding out the reasons for cash reversals and after reversal posting to the correct invoices.
- Matching the credit notes with the invoices/ ROA's and rectifying the reasons for dispute of invoice.
- Working on monthly closings and ensuring all the cash postings are completed before GL close.
- AR Reconciliation for all the accounts and finding out the reasons for variances and resolving issue.
- PM10 Updating for all the EMEA entities and accounts & Reconciliation of all accounts.
- Preparing cash reports (Daily cash report and Cash consolidations report) on daily basis.
- Worked on wrong lock boxes and Back log files.

Billing Responsibilities –

- Working on raising the Invoices and Credit notes, entering the time and expenses for customer.
- Invoice generation for 1PN customers and 2 PN customers and sending to the customer.
- Creating opportunity numbers in sales force & creating the orders for those opportunities.
- After maintenance/Support period is over we do renewal for those products.
- Coordinating with the maintenance Billing Team regarding to issues in order to setup.

Health Care Billing

- Creating invoices for the respective payor according to the nursing hours/ hour's codes serviced to the patient.
- Identifying drug and supplies and generating invoices according to the codes for Pharmacy management benefits (PBM)
- Splitting of invoices according to payable claims and raising the invoices as per the prescriptions
- Working on Adoc requests for adjustments , Write-offs , Billing notes , Resubmissions of Claims for rejected Claims and accounting errors
- Coordinating with the Level 2 billers

Reconciliations

- Downloading bank statement and applied cash report from portals
- Reconciling the cash applied v/s payment received from customer
- Rectifying of wrong posting and submitting for reversal to repost if we found any wrong applications
- Working on On-account postings by research on customer payment history and advise the cash apps team with our findings.

Training & Emerging Leadership Skills:

- Training the new joiners on overall process and providing the support when they require.
- Preparing Dash board, Metrics, attending the dash board calls with process owner and monthly Opps review with finance VP.
- Acting as “Point of contact” to TL, and taking care of team responsibilities under supervision of TL.
- Conducting the team huddles, Process refreshers, Overview sessions, and team bonding activities during the BSP period.

Educational Qualifications:

University/College	Degree	Year	Percentages %
Osmania (Hyderabad)	MBA Finance	2011	70%
Osmania University	B.COM (General)	2009	72%
A.P. Board of Intermediate	Commerce	2006	65%
Board of Secondary Education	SSC	2004	68%

Technical Skills:

- ERP Software - Citrix, Smart Stream, Get Paid, People Soft (Oracle based), Sales force , Winweb, Share Point, PM10 tool, AR History report, Script med , CPR..
- Having knowledge in windows operating systems, MS office and Tally (9).
- Advanced excel.

Personal Details:

Father's Name : Kanakaiah
Date of Birth : 29th June
Address : H.No# 30-1475, Vinayaknagar, Malkajgiri, Secunderabad-56.

I hereby declare that all the above details furnished are true to the best of my knowledge

(Parashuramulu Thonti)