M. Amaranath Reddy Email: amarreddy9449@gmail.com

Process Associate Mobile: 9449080571

OBJECTIVE:

I would like to be a part of an esteemed organization where I can apply and enhance my knowledge, skills and innovation towards organizational and individual growth in a challenging, healthy and rewarding work environment.

WORK EXPERIENCE:

 Company : Capgemini Technology Services India Ltd.

 Designation : Process Associate.

 Duration : May 2019 to Till Now.

 Areas of Experience : Accounts Receivable.

PROFILE SUMMARY:

* **Having 2 years of professional experience as SAP End User.**
* Capable of working in team or single.
* Knowledge on GL & P2P Process.

ROLES AND RESPONSIBALITIES:

* Posting the daily Incoming Payments (ACH WIRE).
* Cheque payment Processing.
* Customer refund Process.
* Customer/Vendor Settlements.
* Handling 10+ Countries.
* Follow-up Unallocated and Unapplied Payments.
* Testing of New Entries Posting.
* Sending Unallocated and Unapplied Reports.
* Reversal Report Handling.
* Preparing weekly & Monthly Unallocated and Unapplied Reports.
* Customer Ledger Clearing.
* Aging Reports.
* Month end AR Activities (Unallocated and Unapplied Report and CLOCO).

TECHNICAL SKILLS:

* Tally, MS Office.
* Knowledge in SAP – FICO - ECC 6.0

EXTRA INITIATIVES FOR ADDING VALUE:

* Quality check for processed workflow.
* Sharing ideas for process improvement.
* Providing KT (Knowledge Transfer) to new joiners.

ACHIEVEMENTS:

* Received appreciation Emails from clients.
* Client Appreciation for some Quick Responses.

EDUCATIONAL QUALIFICATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University** | **Institutions** | **Year of passing** | **%** |
|
| MBA | JNTU | Madanapalle Institute of Technology & Science (Madanapalle) | 2019 | 73% |
| B. Com | SKU | SV Degree & PG College (Anantapur) | 2014 | 71% |

PERSONAL DETAILS:

* Name : Amaranath Reddy
* Date of Birth : 10-06-1996
* Marital Status : Single
* Nationality : Indian
* Languages Known : English & Telugu
* Hobbies : Ridding, Playing Cricket
* Address : 4-35 Agraharam Palli(V) Talupula(M) Kadiri(T) Anantapur(D) Andhra Pradesh (State)

DECLARATION:

* I Assure that the information furnished above are true and correct to the best of knowledge.

**Place:** Bangalore

**Date:** (**Amaranath Reddy M**)