**Curriculum Vitae**

**Sandhya Sathenapalli E-mail ID:** sandhya.nmkrv2008@gmail.com

**Mobile:+91 9901451746**

**Objective:-**

To obtain a responsible position, with opportunity for continuous learning, contribution and growth in the service industry.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **From** | **To** | **Percentage** |
| B.Com | N.M.K.R.V College for Women | 2005 | 2008 | 57.39% |
| II P.U.C | N.M.K.R.V PU College for Women | 2003 | 2005 | 62.33% |
| S.S.L.C | Our Lady of Bon Secours Girls High School | 2002 | 2003 | 66.72% |

**TECHNICAL SKILLS:**

Quality Six Sigma Green Belt Certification ; Certified English Junior and Senior Typing, MS Office.

**PROFESSIONAL EXPERIENCE**

**Polaris Think Outside (Kelly ServicesPayroll):** AP Specialist (1st April, -2021 – till date

* Maintaining the billing system
* Generating / Raising invoices based on Engagement Level Services
* Should be able to implement & control Errors in the Invoicing Process
* Follow up with global clients for Payables through calls/email.
* Preparation and timely submission of various reports on Payable, invoicing and client trackers on a weekly, monthly and annual basis.
* Meeting the deadlines as per Service Level Agreement.
* Time and expenses report analysis
* Preparation of Metrics Dashboards- weekly, monthly, quarterly and yearly reports.
* Interaction with centralized leadership team.
* Performing account reconciliations/customer statement
* Maintaining accounts Payable files and records
* Investigating and resolving any irregularities or enquiry
* Assisting in general financial management and analysis.
* Processing invoices with 2 way/3 way match along with tax and without tax holding invoices.
* Continuous process improvements and share best practices across team

**Infosys BPM Limited (Process Transformation form Ernst and Young)** :

Senior Associate : 1-Aug-2019 to 20-Oct-2020

**Ernst and Young GBS (India) LLP :**

Advanced Analyst - From 7-May-2018 to 31-Jul-2019

Job Responsibilities :-

* Maintaining the billing system
* Generating / Raising invoices based on Engagement Level Services
* Should be able to implement & control Errors in the Invoicing Process
* Follow up with global clients for Payables through calls/email.
* Preparation and timely submission of various reports on Payable, invoicing and client trackers on a weekly, monthly and annual basis.
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* Maintaining accounts Payable files and records
* Investigating and resolving any irregularities or enquiry
* Assisting in general financial management and analysis.
* Processing invoices with 2 way/3 way match along with tax and without tax holding invoices.
* Team handling and training new joinees
* Continuous process improvements and share best practices across teams.

**EXL Services Private Ltd** -

Senior Process Associate - From 14-Oct-2015 to 30-Dec-2016

Job Responsibilities :-

* Part of a Pilot project for smooth transition process.
* Track expenses and process expense reports.
* Processing invoices of Engagement Level of Employees,
* EIB Uploads in Workday applications
* Performing Work Group Leader on production allocation,
* Interacting with Internal and external Clients.
* Performing checklist runs and updates.
* Generating / Raising invoices and account statements
* Performing Quality control Errors in the Invoicing Process.

**Hewlett Packard GBS Services Pvt Ltd** :

Financial Associate III From : From 28-Jan-2015 to 16-Sep-2015

Job Responsibilities :-

* Creation of Vendor/Customer information in MDM tool
* Reviewing and processing of invoices, PO and Non PO invoices
* Track expenses and process expense reports.
* Reconcile of recorded transactions by the processor
* Quality Control reviews
* Processing Wire transfers and Automatic Payment payments Run.
* Research and resolve invoice discrepancies and issues to vendor and customer

**Digicaptions India Pvt Ltd (Formerly Known as Deluxe Media) :**

Payment Specialist - From 2nd April, 2012 to 12 June, 2014

Job Responsibilities :-

* Creating Payment Proposal as per the schedule after performing Duplicate Invoice Report
* Performing audit for payment proposal list and payment exception list
* Getting the identified errors corrected for final payments list approval from market before completing it
* Downloading the payment file from an ERP and uploading it into the right banking website with correct value date to arrange the same for authorization before the cut-off time
* Forecasting the payment value to treasury team
* Maintain Payment Transit Evidence for audit compliance
* Verifying the emergency manual payments before sending it to market for approval and manager to sign-off for immediate payment and forecasting
* Having a track of all payment deviations i.e. reject, refund and return to follow-up with CRC to contact vendor and get their bank details corrected by Vendor Master Team

**Achievements:-**

**Received ‘Customer First Award’** in Digicaptions India Pvt Ltd such**. Extra- Miler award, Hi-5 award** in EXL services pvt ltd

**ERP: worked:-**

* Workday Application, Peoplesoft, Oracle11i, Basware, Subtitling and Localization website,

Client based tools.

 **Personal Details**

Address : Sneha Jyothi Apartment – 11, Door NO:11, 2nd floor, 9th A cross,

 R A road, Gundappa Garden, Near Muneshwara temple, Ejipura,

 Bangalore - 560047

Date of Birth : 1st July, 1987

Marital Status : Single.

Languages Known : English, Kannada, Telugu and Tamil.

**Declaration**

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

Place: Bengaluru Signature

Date: [Sandhya S]