

Amudavalli

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CAREER OBJECTIVE:

Aspiring to hold a challenging and responsible position in an organization, where I can put my complete efforts and enhance my skills and strengths in conjunction with working to meet goals of the organization.

WORK EXPERIENCE:

DXC Technology Service India Pvt Ltd, Duration: 4 years

Job Profile: Accounts Payable

- Processing PO, Non-PO, Pre-Approved Invoices. Intercompany Invoices.
- Research on duplicate Invoices and ensuring no duplicate payments made twice.
- Working on Generic mailbox with clients (query handling).
- Responsible of meeting all the TAT and SLA.
- Ensured that timely payment of vendor invoices.

RESPONSIBILITIES:

Invoice Processing:

Invoice Processing: using the ERP Package 11i, Invoices are processed with 99.95% accuracy and after the processing sending the same either for approval (Non-PO) In case of PO invoices processing the invoices and validating the header or if it is there any discrepancy send back to the buyer.

Invoice Hold Report

Fetching the hold reports using Oracle Discoverer and performing the release of invoices under hold for payment.

Cancelled Invoices Review

Reviewing the cancelled invoices and sending them back to processing queue if not reprocessed.

Duplicate Invoices Review

Identifying the invoices whether they are genuine duplicates or not and sending the invoices to the respective queues for processing based on the research.

Supporting the team as well as the client whenever necessary and also in the critical situations and extending my working hours which shows the capability of my work.

COMPUTER PROFICIENCY:

- Good at working with **Oracle 11i** Application as an end user.
- Well versed with MS – Excel (**Basics, VLOOKUP, Pivot Table and so on.,**) and Word applications.
- Tally ERP9

ACHIEVEMENTS AND RECOGNITIONS:

- Awarded Green star for Accuracy in Processing Invoices.
- Continuing good relationship with team. • Received client and top-level management appreciation.

KEY STRENGTHS:

- Commitment to ensure the timely completion of tasks.
- A proactive, confident thinker proficient in multi-tasking.
- I am inquisitive by nature and am always open to learn new concepts.
- Adaptable and adjustable in nature to any kind of environment and situation.

EDUCATIONAL QUALIFICATION:

Bachelor of Commerce (B.com)

PUC (10+2) PUC College

PERSONAL PROFILE:

Date of Birth	: 06 Feb 1995
Gender	: Female
Marital Status	: Married
Nationality	: Indian
Languages Known	: English, Kannada, and Tamil
Interests	: listening to Music. Travelling,
Permanent Address	: plot no:11, 6 th cross, Venkateshwara nagar Krishna nagar extn, Hosur, Krishnagiri district, Tamilnadu

Declaration:

I hereby declare that furnished information is true and documents to support this same will be provided on request.

(Amudavalli)