

# Resume

## Correspondence Address:

Girish G R

#25, Maruthi Layout, near Government primary school,  
Kodagi Tirumalapura, Hesaraghatta Road  
Bengaluru – 560089.

Phone No.: 7975400519 / 9513300588

Email : grgirish33@gmail.com

## **Career Objectives:**

To work in a challenging atmosphere which will provide me opportunities for learning and moving upward in my career ladder, where my knowledge and dedicated hard work will make a meritorious contribution to the growth of the company.

## **Professional Experience:**

- Employee of KC Mehta Consulting Pvt Ltd (ABB TPC) worked for ABB Global Industries and Services Pvt Ltd as TPC Employee in Accounts Payable from Jan 2017 to Jan 2019.
- ABB Global Business Services and Contracting India Private Limited, Bangalore  
Role – Accounting and Reporting Specialist – Accounts Payables – From Jan 2019 to July 2022.
- Alstom Transport India Limited – Role - Process Associate 1 – P2P, Accounts Payable – November 2022 to Present.

## **Job Responsibilities:**

### At Alstom – November 2022 to Present

- Processing accounts payable transactions, ensuring accurate tracking and processing.
- Conferred with vendors to resolve discrepancies on invoices and provided vendors with payment information when requested.
- Identify and implement automation solution, process improvements and best practices.
- Identifying Down payment entries and processing adjustment entries as per vendors.
- Analysis of past overdue invoices and follow-up with clients to solve issue.
- Investigated daily variances uncovered with PO and quantity reports and corrected errors to resolve discrepancies.

## At ABB GBS -.

### **1. Quality Check (QC)– (Jan 2017 to Oct 2018):**

- Performed Quality Check for transactions posted by Invoice processing team to ensure accuracy in IR posted and payment issued to vendors.
- QC activities like meeting targets, Day to Day allocation to team, reviewing daily reports of team, KPI & other reports, recording all day-to-day actions and rejections in Master file, training new joiners, and discussing on issues/rejections with internal teams to get them resolved etc.

### **2. AP Subprocesses & Invoice Processing– (Oct 2018 to July 2022):**

- End to End PO based & non-PO based Invoice Processing including Arranging for invoice scanning through OCR, GL, and cost details Coding, sending invoices for approvals or GRN and Posting invoices in SAP within TATs and CARs.
- Accounting of Project invoices with retention, Advance, LD etc
- Urgent payment proposal checks and reconciliation.
- Responsible for month end closing tasks with tight deadline like Accruals, WHT and VAT payments and schedules, Recurring entries for prepaid to cost transfer, Back charge invoices accounting etc.
- Preparation of various reports and sending across to business units – AP Ageing, GRN ageing, Inflow ageing etc. and discussing with BU and following up to clear aged line items.
- Facilitate the audit by providing information and support on daily, Quarterly or Yearly activities.
- Involving and supporting Migration/Project implementation activities – UAT of pre/post artifacts of different scenarios before moving to production and passing entries related to migration.
- Star Cadency B/S GLs reconciliation – Reconciling and clearing Vendor and GL balances.
- Following up & accounting special vendors and utility invoices like telephone, electricity bills etc
- IG – AP Intra Group Reconciliation for various counter parts of ABB and passing IG adjustment entries to match balances with Counter parts balances (AR/Customer balances).
- Hyperion Financial Management [HFM] report preparation of AP [Accounts Payable] and reporting of IG reconciliations at business unit wise and division wise.
- Analyzing IG mismatches & eliminating possible mismatches by posting correction entries and rereporting within time schedules and deadlines.
- CIT – Cash in Time – Tracking Intra-group invoice payments from following up invoices to payment settlements in time to ensure payment to suppliers as per payment terms/due dates.
- Receiving and reconciling SOA from third party vendors and arranging for invoice processing and payments as per due dates.
- Day to Day allocation to the team, discussing progress with team and training new joiners as and when needed.
- Timely handling critical activities & arranging to complete tasks on time to meet TATs and CARs.
- Attending internal and external queries related to process and responding with priority.

### **Technical Skills/Computer Proficiency:**

- Good understanding of business accounting tools and software's like SAP, Tally etc.
- Working knowledge in Microsoft tools – MS Excel, MS Word, MS Power Point and Outlook.

**Achievements/ Awards:**

- GBS FIOS FUNCTIONAL TRAILBLAZER AWARD – Team Excellence award for Readsoft project implementation.
- Spotlight recognition for Customer Focus – For successful collaboration with Tallin GBS team in Russia AP Interco transition activities.
- Received recognition mails from Business Line and LFOs regularly.

**Strengths: -**

- Always look forward to learning new things.
- Quick learner and good team player.

**Educational Qualification:**

Name of the course	University / Board / Institution	Principal Subjects	% of marks obtained	Year of Passing
MBA/PGPBM	Mysore University	Finance	65%	2017
B.com	Tumkur University	-	84%	2015
PUC	Pre-University Education Board	Commerce	85%	2012
S.S.L.C	KSEEB	----	77%	2010

**Personal Details:**

Name	Girish G R
Date of Birth	22 <sup>nd</sup> -May-1995
Nationality	Indian
Permanent Address	Poojarahalli, Kavanadala post, Dodderi hobli, Madhugiri Taluk, Tumkur District – 572112
Gender	Male
Marital status	Single
Languages known	English and Kannada.

I hereby declare that all the above-mentioned information's are true to my knowledge.

Date:  
Place: Bangalore

Signature  
(Girish G R)

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