

# PAVAN KUMAR REDDY

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## **Communication Address:**

House No. 6-8-121,  
Raju Colony,  
Bala Nagar,  
Hyderabad,  
Telangana,  
Pin code: 500042.

## **Permanent Address:**

House No. 3/2-B,  
Narasapuram,  
SAKN mandal,  
Kadapa (dt),  
Andhra Pradesh,  
Pin code: 516217.

## **Personal Information:**

**Full name:** G.Pavan kumar  
Reddy

**Date of Birth:**15.05.1999

**Father Name:**G.Rami reddy

**Gender : Male**

**Marital Status:** Unmarried

**Nationality:** Indian.

## **Languages Known:**

English, Hindi, Telugu.

## **Career Objective:**

To work for a professional organization which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures.

## **WorkExperience:**

# Working as a **Process Developer** at **Genpact India Private Limited.**

Hyderabad. From 15<sup>th</sup> April 2020 to Present.

**Designation:** Invoice Processing Analyst.

## **Job Role:**

**Genpact:** We are working on Invoice Processing, under client supervision. we process supplier Invoices in to system and Check request on daily basis. Run and fix Error Handler on Daily, weekly and monthly, Communicating the Issues and challenges with clients by Zoom and email. Interacting with clients twice a week, solving the issues and challenges with internal stakeholders to resolve inquiries generate and review end of day management reports.

## **Job Responsibilities:**

Timely processing of supplier invoices in SAP and Coupa

Processing invoices related to Operating Expenses at the stores and corporate office level.

Reviewing and processing Non-PO/Styleman, PO Invoices and routing for Coding and approval in Coupa.

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Posting the Payment Request Forms in SAP and PEGA for FEDWIRE, ACH and Checks before deadline.

Obtain approvals, code, and process invoices on a daily basis.

Allocating the workflow among the Team.

Tracking all types of Error Handler into Trackers and Allocating between team and fixing the IDOCs.

Tracking the Coupa Additional Activities and working on them as per Scenario.

Working in client operations team and based on the client requirement will provide the daily reports and monthly reports to the client

Resolving the supplier's queries via email and providing the required data related to Payment status, Remittance details etc,

Completing the tasks accomplished within stringent deadlines.

Rich exposure in handling various databases i.e., SAP,

## **Technical Skills:**

Accounting Package – ERP7.2.

SAP (GUI 770)

MS Office.

## **Professional Strengths / Skills:**

Good organizer with good communication skill.

I am a quick learner.

Fast in Learning, builds an analytical, qualitative and efficient approach to work and can contribute best in achieving the objectives of the organization.

Having excellent interpersonal skills with addictiveness to ambiguous and difficult situations with strong task-oriented approach to work and have good problem resolving skills.

Good Typing Speed.

Able to Work Independently and With the Team

Having good leadership Qualities

### **Achievements:**

I got a Client award in Genpact for Team support and grooming the new hires in the team.

Awarded Rewards & Recognition for achieving top **production** and **quality** in our process.

Involved in the program of mentor mentee where I am responsible for grooming the new hires in developing professional and personal skills.

Proposed Lean idea for improving process in easy way.

### **Declaration:**

I hereby affirm that the particulars given here are true to best of my knowledge and belief

**Place:**

**Date:**

**(PAVAN KUMAR REDDY)**