**Name *:* Pavan Kumar Reddy.G**

**Contact No *:* 8499052400**

##### **Email Id *:* pavankumarreddygundam789@gmail.com**

**Address  *:*  *2/3-B,Narasapuram(vi),kasinayana (Md), Kadapa(Dt), AP.***

**CAREER OBJECTIVE**

**To continue my career with an organization that will utilize my skills and gain further experience while enhancing the company’s productivity and reputation.**

**PROFESSIONAL EXPERIENCE**

**Company : IBM Ind Pvt Ltd**

**Role : Finance &Accounts &support**

**Period : April 2020 – Onwords**

**Responsibilities**

* To Record in to the day to day Business Transactions and Enter in to the System on daily base .
* Verifying and Processing of AP Invoices (Both PO and Non PO based)
* Handling queries from clients through note logs
* To Prepare Outstanding Statements like Accounts payable and Accounts Receivable
* Performing on 2way Match and 3 way Match .
* GR IR Reconciliation Every Month and Clearing .
* Providing Training to Team Member Who joined Newly to our Process .

**KEY STRENGTHS**

* Flexibility
* Time Conscious
* Ability to work under pressure
* Quick Learner
* Committed team player

**TECHNICAL PROFICIENCY**

* MS Office
* SAP FI/CO

**PERSONAL DETAILS**

* **Father’s Name : G.Venkata Rami Reddy**
* **Date of Birth : 15.05.1999**
* **Sex : Male**
* **Marital Status : Single**
* **Languages Known : English & Telugu**

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge.

##### **Place: G.Pavan Kumar Reddy**

**Date: (Signature)**