



# BHARATH MANYAM

Accounts Payable Specialist

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Efficient Accounts Payable Specialist offering 3 years of experience in accounts payable functions. Expertise Knowledge of collection and claims procedures with strong communication skills utilized in resolving customer queries. Skilled in accurately paying critical invoices in tight deadlines.

## WORK EXPERIENCE

### Accounts payable specialist IBM India Pvt Ltd

07/2019 - 08/2022

Bangalore

#### Achievements/Tasks

- Respond to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices.
- Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used.
- Generate payment to vendors on a routine schedule and match the check with backup for review.
- Review automatic payments to avoid multiple payments.
- Comparing system reports to balances and verifying entries.
- Verifying vendor accounts, paying vendors, and resolving purchase order, invoice, or payment discrepancies.
- Keeping informed of regulatory requirements and best practices in accounting.
- Receives, researches and resolves a variety of routine internal and external.
- Develop and maintain a filing system for financial information, records and documents to ensure easily available information.
- Inspect paid and unpaid invoices including cleared payment inquiries and check voiding to maintain accurate files and records according to company standards.

## SKILLS

Payment Processing Invoice Processing  
Accounts Payable Review Vendor SAP  
Invoice Ageing Accounting Tracking Limits  
Trouble Shooting Invoice Verification MS

## TOOLS

- SAP
- MS Tools

## OTHER SKILLS

- Ability to build strong relationship with customers and deliver their expectations
- Ability to understand the process and adopt accordingly.

## PROFESSIONAL ACCOMPLISHMENTS

- Completed all requirements within deadlines, securing atleast 99% client satisfaction scores.
- Received multiple "On the Spot" awards for outstanding performance in the project.

## EDUCATION

### MBA in Finance & Marketing JNTU-ANANTHAPUR

### B.COM Mother Theresa Degree College 83.70%

### Intermediate Priyadharshini Jr Voc College 89%

### SSC Ushodaya High School 83%

## LANGUAGES

English Full Professional Proficiency  
Telugu Native or Bilingual Proficiency