

BHARATH M

Sr. Accounts Payable Executive

Efficient Sr. Executive Accounts Payable, offering 3.3 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.

manyambharath48@gmail.com

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Chittoor, Andhra Pradesh, India

WORK EXPERIENCE

Sr. Executive Sobha Limited

02/2023 - Present

Bangalore

Achievements/Tasks

- Respond to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices.
- Verifying vendor accounts,paying vendors,and resolving purchase order,invoice,or payment discrepancies.
- 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.

Accounts payable specialist IBM India Pvt.Ltd

07/2019 - 04/2022

Bangalore

Achievements/Tasks

- Keeping informed of regulatory requirements and best practices in accounting.
- 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.
- Receives,researches and resolves a variety of routine internal and external.

EDUCATION

MBA in Finance & Marketing JNTU-ANANTHAPUR

B.COM

Mother Theresa Degree College

83.70%

Intermediate

Priyadharshini Voc Jr College

89%

SSC

Ushodaya High School

83%

SKILLS

Payment Processing

Invoice Processing

Accounts Payable

Review Vendor

Payments Processing

Payments Verifying

Reconciling Invoices

Vendor Reconciliation

SAP

Invoice Ageing

Accounting

Tracking Limits

Trouble Shooting

Invoice Verification

OTHER SKILLS

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

TOOLS

- SAP
- RConstruct
- MS Tools

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.

LANGUAGES

English

Full Professional Proficiency

Telugu

Native or Bilingual Proficiency