

RAMESH REDDY

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PROFILE SUMMARY

- ✓ **M.B.A** Post Graduate with 3.08 years of work experience in Accounting
- ✓ Thorough knowledge in P & L items, Balance Sheet Items
- ✓ Preparing Accrual Entries & Treatment of Prepaid Expenses
- ✓ Good Bank Reconciling Skills
- ✓ Good knowledge in journal posting
- ✓ Well versed with working in computerized environment with expertise in SAP CITRIX & 11i Tally & Excel

QUALIFICATIONS

- ✓ **MBA** from AVANTHI PG COLLEGE, Hyderabad, affiliated to JNTUH
- ✓ **B.Com** from SPRMDC COLLEGE, Madhira, affiliated to Kakathiya University.

Current Work Experience : 2.5 Years

- ✓ Organization : **Genpact India Pvt Ltd**
- ✓ Designation : Process Developer
- ✓ Experience : December 30th 2019 to Still
- ✓ Process : Accounts Receivables, Collections and Cash App's.

Role & Responsibility –Accounts Receivables.

- Issuing Credit Note and Debit Note.
- Providing Credit limit to the customer.
- For collections downloading the aging report and all the customer statements.
- Checking the both reports and send to the customer for the Due's, Over Due's and Deductions.
- Follow-up with the customer in every week for the payment timeline.
- Identifying all the payments in SAP and updating deposit file for internal purpose, and also check the Remittances for the payment.
- Once receive the payment from the customer then applying the payment in SAP.
- For deductions checking all the customer statements for all the customers.
- If customer made any short payment, then we are reach out to the customer to know the reason.
- After getting all the approvals we are providing Credit note to the customer.
- Receiving the customer refund form on daily basic from client.
- Once receive the refund form do the analysis as per the customer order.
- Do the manual calculations how much of amount to be refund.
- And also do the customer order tracking in particular portals.
- Once done all the calculations we are doing the refund to the customer.
- If customer has received any short shipment or over shipment or any damaged products
- Providing the Credit note or debit note based on the status.
- Preparing customer review file on monthly basic.

Technical Qualifications:

- SAP F1 (R3) module
- Citrix/ Trintech
- MS office

Previous Work Experience : 1 Year 3 Months

- ✓ Organization : **Capgemini India Pvt Ltd**
- ✓ Designation : Process Associate
- ✓ Experience : August 06th 2018 to November 13th 2019
- ✓ Process : AR Collections.

Role & Responsibility's:-

- Perform Upload the Bank statements in to SAP.
 - Prepare reconciliation and completing on the scheduled time.
 - Journals upload in SAP/CITRIX.
 - Preparing the Forecast for collection report as per the bank and sent to H.O Treasury.
 - Direct debiting of buyer's a/c through E-banking, NACH, and CF and transferred to Customer.
 - Any bouncing received, need to take bouncing in SAP and block the customer.
 - Preparing the charges as per the respective bank.
 - Perform Month end closing activities.
 - Monitor Bank GL account and customer account and take appropriate action.
 - Analyze and resolve all open reconciling items for each assigned account.
 - Arriving the closing balance as per bank statement at every month end &
 - Intimating the same to client during the regular interval.
 - Resolve all requests received from mail queue and Request tracker tool.
 - Perform Cash application process for the receipts against the invoices.
 - Prepare reconciliation and cash collection report.
 - Updating of process documentation.
 - Support Audit and ensure timely response and submission of documentation to auditors.
- The entire process is carried out by using SAP/TRINTECH

PERSONAL PROFILE

Language Known : Telugu, English
Permanent Address : H.NO:1-37, Narayana puram (V) , Yerrupalem (M) ,
Khammam (D), Telangana 507201
Present Address : Habsiguda, boy's hostel, Hyderabad Telangana
Father Name : G.Srinivasa Reddy

I hereby acknowledge that all the above information provided is true to best of my knowledge.

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