**RAMESH REDDY**

## Email: [gujjularamesh13@gmail.com](mailto:gujjularamesh13@gmail.com) Phone: 8639964658



**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 fort 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 clint.
* 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 shot 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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