

## **RESUME**

**Ankitha Srinivas Murthy** □: **ankithasmurthy1929@gmail.com**

Bangalore Mobile : +91-9591829283 Pincode - 560037

### **> Career Objective**

To become a successful management professional by holding a responsible position in an organization that provides me a scope to apply my knowledge and skills & enable me to contribute my best to the organization goal.

### **> Educational Qualification:**

Qualification	Board/University	Year of passing
B.Com	Acharya Tulsi National College of Commerce(ATNCC) Shimogga.	2016
PUC	MPMES Paper Town College, Bhadravathi	2013
S.S.L.C	Karnataka Secondary Education Board	2011

## **WORK EXPERIENCE:**

### **Organization: Siemens Technology Services Pvt Ltd (with contract of Lobo staffing)**

**Designation: BA Executive In Accounts & Finance for ADVANTA department**

**Period: April 3rd 2023 to till date.**

### **Roles and Responsibilities:**

- Monthly invoicing activities for USD and EUR customers, order entry processing and shipments.
- Raising Shopping carts once the customer legal agreements get signed to proceed the Purchase orders.
- Worked for German Headquarters.
- Controlling and planning to maintain the profit centre and costcentre.
- Worked for monthly order entry = Revenue corrections before preparing of reporting.
- order entry reduction to match revenue, Monthly billing and creditnote entries.
- Worked on sales activity report, backlog reach and purchase activity report.
- Monthly GL ageing reports to prepare the summary of monthly activity.
- Monthly and quarterly Forecast and budgeting reports.
- order processing, quoting, shipping document
- creation, standard invoice creation and other necessary actions and
- send them to the customer (internal/external) within TAT
- Monthly Forecast and budgeting using tool of NewPAR and SAP FS4 for order processing and closing.
- GL report preparation after the monthly invoicing activities.
- Global consfile reporting for multiple ARE's. consfile consider both actuals and forecast.
- working with Sales, Service Account Managers, Sales Operations, etc. to ensure operational activities.
- Invoicing of miscellaneous invoices, and NCE NCO reporting.
- SMP reporting, Revenue recognition reporting.
- Meetings with PM's and HOP internal for project level to maintain the customer relationship for monthly financial activities.
- Worked for customer legal onboarding activities with authorisation signatories E2E.
- Closely worked with CFO, Project heads and Senior managers to maintain the monthly activitied of Actuals and Forecast to go smoothly.
- Frequent communication of Monthly Actuals and Forecast with CFO.

## **Organization: Levi Strauss & Co.,**

**Designatio** : Order to Cash Analyst (O2CX LSE)

**Perio** : November 2nd 2022 to February 28th 2023.

### **Roles and Responsibilities:**

- Monthly AR ageing report and clear the invoice against the credit notes.
- Weekly AR ageing reports, monday reports after getting closing reports from Wipro team.
- Monthly Pay trend analysis and paytrend revenue sheet update via SAP reports to generate revenue.
- Handling match off, on account posting, partial payments and GL postings. •

Handling Mails and Queries.

- Received remittance advice and updated the tracker.
- Most of the calls are held with cluster leads from Europe, Canada, US and Mexico.
- I took care of Europe cluster and O2CX related LSE.(Levi's Europe).
- Worked on Foreclosure reports and AR dashboards with the help of LSC and LSA cluster teams.
- Working on FIRC and co-ordinate with the JP Morgan team to get daily basis bank statements clear the payments and postings.
- Managed team having 14 members with daily activities and reporting to senior manager and at the same time maintained multiple trackers.

## **Organization: Convergytics Solutions Private Limited (Start-Up)**

**Designation:** Assistant Manager

**Perio** : October 7th 2019 to October 30th 2023

### **Roles and Responsibilities:**

#### **Finance Department**

- Ensure that All Clients and vendor payments was processed in timely and tracking the payment transactions on monthly basis.
- Receive and process payment transactions from the Vendors.
- Reporting the Company profitability report of clients with utilization of employees on that on monthly basis.
- Preparing Company P&L reports and revenue reports on monthly basis.
- Handling other company financial matters like employees' reimbursements.
- Checking the invoices and send it to respective clients to get the receivables and having track on those on monthly.
- Working with the team managers to preparing the utilization trackers and calculating the profitability through team members utilization to get the profitability percentage on monthly basis on each project.

**Tools Worked On:-**

- ❑ SAP and Tally.

**Organization: Capgemini Technology Services India Pvt Ltd**

**Designation:** Process Associate

**Period:** April 11th 2018 to 31.05.2019

**Roles and Responsibilities:****Syngenta Commercial Identity**

- ❖ Ensure that master data is properly defined and set up in our SAP enterprise system. ❖ Receive and process requests from the user community for changes to, or creation of master data records .
- ❖ Reporting the Force closure report on weekly basis with using SAP tool.
- ❖ Preparing ZAFIRO reports on monthly basis.
- ❖ Handling the overall requests (and creating commercial Identity for business partner form of all LATAM,EAME,APAC,NAM regions).
- ❖ Preparing OPU Analysis report on monthly basis with the help of Master path tool.
- ❖ Manage requests through a formal process of validation and approval
- ❖ Assist with testing configuration changes .
- ❖ Posting payment receipts against the invoices with respective GL Accounts.

**Tools Worked On:-**

- ❑ Master Data Management (MDM)
- ❑ Data Manager
- ❑ Import manager
- ❑ SAP

**Organization: DXC Technology.**

Designation : Assistant Business Professional

Department : Global Cash Management (O2C in Account Recievables)

Period : From 14th Oct 2016 to 2<sup>nd</sup> Mar 2018

**Roles and Responsibilities****Account receivable (Cash Applications/Global cash management)**

- Daily check the receipts and post the precise invoice against receipts.
- Check the customer invoice & match with precise invoice

- Processing of manual posting
  - Handling match off, on account posting, partial payments and GL postings. •
- Handling Mails and Queries.
- Received remittance advice and update the tracker.
  - Check TDS in INR invoice and post accordingly
  - Handling the purpose template and provide to the banking team
  - Handling shipment details and provide the shipping detail to banking team.
  - Transferring amount one entity to another entity.
  - Weekly AR Ageing reports
  - Monthly AR ageing report and clear the invoice against the credit notes.
  - Upload the SO template in SAP.
  - Creating export and domestic invoices in SAP
  - Quality check of invoice and sent customer.
  - Research and resolving the queries for the invoices.
  - TAT (Turnaround Time) as per the client requirements.
  - Preparation of all type reports (Weekly, Monthly and business requirement reports). •
- Sharing the FIRC detail to Management team.

### **Technical Qualification:**

- SAP 7.0.
- Exposure on Microsoft Office in Excel, Word and PowerPoint.

### **Strengths:**

- ❖ Inquisitive to learn new things.
- ❖ Good people relationship & interface skills.
- ❖ Positive Attitude and quick learner.

### **Personal Profile**

**Name : Ankitha S**

**Father's Name : Srinivas Murthy**

**Mother's Name : Chandrakala B.B**

**Date of Birth : 29-05-1995**

**Sex : Female**

**Nationality : Indian**

**Language known : Kannada, Hindi, and English.**

### **Declaration:**

*I here by declare that the above information furnished above is true to the best of my knowledge.*

Place:

Date: