



**Reddy Basha**  
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### **OBJECTIVE:**

To work in an organization that provides an opportunity to enrich my knowledge, creativity to contribute the zenith of my potential and to grow in my career along with the organization. Interested in a career that demands a combination of hard work and analytical skills. The job should offer avenues for rapid growth, while opening new avenues for cross-functional top-level management in a long run. Intend to structure my growth in pace with the ever-changing corporate environment.

### **ACADEMIC QUALIFICATION**

- Post-Graduation **MBA**(80%)from Sri Venkateshwara College of Engineering And Technology, Chittoor.
- **B. Com in Accounting (77%)** from Sri Bharathi Degree College,Piler.

### **SYNOPSIS:**

Young, energetic, Independent and result oriented Finance and Accounts Professional with strong Academic background and possessing **Overall 3.1 years of Professional Finance, Accounting experience**. Highly ethical, trustworthy and discreet. Adroit at learning new concepts quickly, Ability to work well under pressure.

### **KEY SKILLS:**

- Exceptional skill in financial analysis, Bank Reconciliation, Inventory Management and computer-based systems.
- Proficiency in MSExcel
- Ability to multi-task and to work with little or no supervision.
- Excellent verbal and written communication skills
- Oracle and Hyperion

## **PROFESSIONAL EXPERIENCE:**

Process Associate in **Capgemini Technology Services pvt ltd** (**April 24, 2019 to Present**)

### **MY ROLE IN Capgemini**

R2R, Accounts Receivable Management Reporting ,General Ledger And Cash&Bank Accounting

Iron Mountain Inc. is an American enterprise information management services company

- Providing all the open accounts receivables data of the customers to the analysts who does the analysis on respective customers (Open Item report, Aging report, Bucketed Summary detail, Payment activity report etc.)
- Preparing all IMGA report on monthly basis.
- Preparing Implementation Report on monthends,
- Preparing the AR Securitization report with the help of treasury statements to calculate the interest and loan balance and submit to 2 major banks.
- Calculation of Days Sales Outstanding and circulating to all top management team.
- Reconciliations – Performing the Reconciliations for the respective GL accounts and explaining each movement in a month and providing the backup for the same.
- Relocation accounting of employees all over the world.
- Preparation of Gross AR Aging report on monthly basis.
- Running 4&7 Aging bucket report and distributing it.
- Preparing Add Back file based on 4 bucket aging file.
- Preparation of Credit Memo Spread sheet report and posting deferral JE's in month end.
- Preparing of weekly Credit Memo and Debit Memo Reports to find previous month accruals has issued or not.
- Preparation of weekly close entries for Cash & Bank followed by AP Tie out and AP accrual entries of respective Banks.
- Performing Exceptional reports to find out the huge variances in the various ledger balances.
- Uploading Invoice, Creation Oracle # for the customers, Merging, Customer load.
- Preparation of all the Adhoc requests for the month.
- Preparing Desktop procedures (DTP) for the new and Upcoming Process to the project.

**Worked as Associate in Greet Technologies Pvt Ltd from (August 01,2017 to March 25,2019)**

**MY ROLE IN Greet Technologies Pvt Ltd :**

- Maintaining Latest amended tax (GST) in Tally, assisting clients in generating the return of GST and file the same in GSTNportal.
- Manage Accounts Payable and Receivables.
- Rectifying the data related to accounts statutory reports.
- Maintaining the Inventory with different methods of stock valuation cost of consumption etc,
- Handling reconciliation of all accounts including monthly Bank Reconciliation Statements.
- Analyze and monitor day-to-day payments, schedules and reporting of Profit & Loss statements, Cash Flow statements, Balance Sheets.

**ACHIEVEMENTS**

- Received Raising star for the month's July, December 2019, Extra mile stone for the month of July 2020, from Capgemini Technology Services India pvt ltd.
- Star performer for the month's April ,September and November 2018 from Greet Technologies pvt ltd,

**COMPUTER PROFICIENCY**

Proficient in MS Office ( Excel-Pivot Table, VLOOKUP, Hookup, Subtotal, Sum IF, many other formula-based functions, including MS Word and MS PowerPoint)  
Tally9.2 ,Safe Keeper Plus.

**PERSONAL DETAILS**

Father's Name: Ramjan Saheb S

Date of Birth : September 06, 1995

Marital Status : Single

Nationality: Indian

Contact Address : Chandra Shekar Shetty 18 H Cashier, layout, Tavarekere, 1 stage BTM Bengaluru, 560029.

I hereby declare that the information given above is true to the best of my knowledge and belief.

**Reddy Basha.S**