Venkatesh Kolipaka

Accounts Receivables Specialist

✉ kolipaka50@gmail.com 📞 9553123293

📍 Praga Tools Colony,Gajularamaram, Hyderabad. Telangana 500055.

💼 Professional Experience

Finops Analyst
Accenture India pvt ltd

02/2021 – present | Hyderabad, India

*Cash Application:-
Roles and Responsibilities:

- Accurately applied cash receipts to customer accounts using accounting software and tools.
- Matched and reconciled incoming payments with invoices, ensuring proper allocation and timely processing.
- Investigated and resolved discrepancies between payments received and outstanding balances, collaborating with internal teams and customers.
- Managed cash application metrics and targets, consistently achieving or exceeding performance goals.
- Prepared and maintained daily, weekly, and monthly cash application reports for management review.
- Implemented efficient cash application processes, improving accuracy and reducing processing time.
- Provided exceptional customer service by promptly responding to inquiries and resolving payment-related issues.
- Collaborated with cross-functional teams, including billing, collections, and finance, to support the overall accounts receivable process.

*Billing:-
Roles and Responsibilities:

- Downloading Invoices from oracle and sending to the customers on a daily basis.
- Complete cancel / rebook process to correct billing.
- Closing the Zendesk tickets which is raised by the customers.
- Performing the adhoc activities which is sent by client within deadline.
- Sending aging reports on a daily basis and daily reports to client.
- Issues Credit note if there is any discrepancy on Invoices.

Process Developer
Genpact India pvt ltd

08/2019 – 02/2021 | Hyderabad, India

*Billing:-
Roles and Responsibilities:

- Generate accurate and timely invoices for clients/customers.
- Verify billing information and ensure compliance with company policies and procedures.
- Maintain records of invoices, receipts, and accounts receivable transactions.
- Process and record incoming payments, ensuring proper allocation and reconciliation.
- Investigate and resolve discrepancies or payment-related issues.
- Collaborate with internal teams and customers to resolve billing inquiries and disputes.
- Conduct regular account reconciliations to ensure accuracy and identify discrepancies.
- Analyze customer accounts and aging reports to prioritize collections efforts.
- Follow up on outstanding invoices, proactively resolving payment delays.

- Provide analysis and insights on billing and collection metrics to management.
- Contribute to month-end and year-end closing processes.
- Foster positive relationships with customers, addressing their billing inquiries and concerns promptly.
- Collaborate with sales and customer success teams to resolve billing-related issues and improve processes.
- Identify opportunities for process optimization and automation to enhance billing efficiency.
- Provide feedback and recommendations to improve billing systems and procedures.
- Trained and mentored new team members on accounts receivable procedures and best practices.

*Cash Application:-
Roles and Responsibilities:
- Importing Bank statement and uploading in ERP(SAP) (Automatic & Manual).
- Downloading the Cash receipts from the Bank portal.
- Retrieving the receipts details via customer portals, emails, EDI.
- Ensure all the payments received should be applied to correct Invoices along with short payments, overpayments and debits in accordance with payment or remittance details.
- Applying the cash for customer accounts as per the remit received (Manual & Auto postings) - Cheques validation and depositing into SAP. Processing of Cash application & Cash allocation.
- Sending timely Statements of Accounts to Collection department.
- Reconcile payments, Short-payments, Over-payments and adjustments on timely basis.

Process Executive   06/2017 – 08/2019 | Hyderabad, India
Cognizant technologies solutions
*Cash Application:-
Roles and Responsibilities:
- Processing Checks and ACH on daily basis.
- Sending the BOD reports to clients and management on a daily basis.
- Downloading the Cash receipts from the Bank portal.
- Retrieving the receipts details via customer portals, emails, EDI.
- Resolving the tickets raised by customer through contacting appropriate cash collector with internal ticket raising tool.
- Applying the cash for customer accounts as per the remit received (Manual) -Cheques validation and manual postings into SAP tool.
- To process the 2 way reconciliation on a daily basis.
- Meeting the SLA's(Service Level Agreement) and TAT's (Turn Around Time).
- Applying payment postings on a daily basis.
- Sending timely Statements of Accounts to Collection department.

🎓 Education

Master of Business Administration   2022 | Hyderabad, India
Osmania University

Bachelor of Commerce   2015 | Karimnagar, India
Satavahana university

🧠 Skills

Time management • Excel ability • Team player • Multitasking abilities • Invoicing and Billing • Accounts Receivable (AR) • Strategic Planning • Cash Posting • Reconciliation • Communication and Customer Service

🌐 Languages

Telugu, Hindi, English

🎖 Awards

Best performer Award for month of August 2018
Cognizant Technologies solutions

Received "Client Appreciation Award"
Genpact India pvt ltd

Received platinum award for the month of March,2023.
Accenture India pvt ltd.

Received Diamond award for the month of September.
Accenture India pvt ltd

Received "Spot light Award"
Genpact India pvt ltd