

KG Eranna

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PERSONAL SUMMARY

To secure a position in a challenging & stable environment in the organization which would recognize my hard work and provide better career path and growth thereby enriching my experience further deployed for the benefit of the firm.

PROFESSIONAL EXPERIENCE

Project-A:

- ❖ Company : **Monsanto Holdings Private Limited(Subsidiary of Bayer AG)**
- ❖ Role : SME(Senior Associate)
- ❖ Duration : January 2022 to April 2024
- ❖ Tools used : SAP Vim, Your Doc-es, Service now, Smart Desk, MS-Excel &Ms Outlook

ROLES & RESPONSIBILITIES

- ❖ Invoice processing (PO & Non-PO) for USA, Morocco & Ivory Coast Region
- ❖ Processing of Down payment, IPD, Customs & Freight invoices in SAP
- ❖ Working on ad-hoc vendor reconciliation requests
- ❖ Performing of daily internal QC to ensure all manual Invoices are processed with accurate
- ❖ Responsible for Open items and GRIR analysis on Weekly basis
- ❖ Responsible for Vendor Authentication Check - Share Point, LE chasing file for Pending invoices on Weekly basis
- ❖ Performing month end closing (Payment Exception & PBA) reports
- ❖ Responsible for preparation of Operational (KPI) reports
- ❖ Responsible for Vendors and Internal stake holders queries
- ❖ Have ensured to respond and resolve all queries within TAT and without any escalation
- ❖ Have successfully transitioned NWCA Invoice Posting activities from Barcelona to India
- ❖ Performing quality check activity on tickets handled on weekly basis
- ❖ Received an Appreciation from stakeholders for the quick resolution on SD tickets
- ❖ Prepared weekly learning series with team to provide information about activities other than regular Process
- ❖ Part of Call back Transition as well as, handling call backs
- ❖ Involved in UAT (User Acceptance Testing) for New projects to simplify the process

Project-B:

- ❖ Company : **DXC Technology Private LTD, Bangalore, India**
- ❖ Role : SME(Associate Accounting)
- ❖ Duration : November 2019 to December 2021
- ❖ Tools used : SAP Vim, Service now, MS-Excel &Ms Outlook

ROLES & RESPONSIBILITIES

- ❖ End to end ownership of the invoice processing, from the time invoice received till vendor receives the payments with ensuring accurate accounting in SAP (PN1 & LH1 instances)
- ❖ Responsible for complete AP process for Americas and Canada along with the supporting of other P2P teams like global Procurement team, vendor data maintenance payments team, quality team etc.)
- ❖ Direct posting of invoices if necessary in ERP SAP (VIM application)
- ❖ Check for necessary approvals in case of Non-PO based invoice
- ❖ Perform Error Corrections and ensure that the Error's captured are analyzed and learning's shared with the team
- ❖ Preparing the weekly reports like GIT & RNB Report
- ❖ Resolving the aged Follow up, GIT (Goods in Transit) and RNB (Receipt Not Billed) orders by working with procurement and making sure that the payments are made to vendors on time
- ❖ Extraction of ERS fallout and working with procurement team to resolve error in EDI/ERS fallouts and clearing on time
- ❖ Involved in user Acceptance Testing and transition of new AP tools (Open Text - Vendor Invoice Management (VIM), SAP LH Migrations)
- ❖ Playing a role of SME to new joiners on providing necessary trainings
- ❖ Handling ERS process solely
- ❖ Make sure all the rent lease maintenance payments are made to the Vendors on time

Project C:

- ❖ Company : **Tesco Bengaluru Private Ltd**, Bangalore, India
- ❖ Role : Accounts Receivables, Accounts Payable,P2P, **Position as Associate**
- ❖ Duration : April 2016 to September 2019
- ❖ Tools used : Oracle, Citrix, Mainframe, TIMS, WebTop, Talisma, Zen desk and Ms Outlook

ROLES & RESPONSIBILITIES

From January 2018 to September 2019(AP Activities)

- ❖ Processing of EDI and Non EDI based invoices with accurate and timely
- ❖ Contacting different teams to processing the pending invoices
- ❖ Investigation and analysis on the rejected invoices based on suppliers
- ❖ Manually Inputs the Paper Invoices, Credit notes and Debit notes in the Payments System
- ❖ Preparation of On hold report, Overdue report on Daily basis
- ❖ Preparation of Delivery reconciliation report, FTMR Report and Fuel Lifting Report on Weekly basis
- ❖ Preparation of MIS Reports (FTMR Report, Late Payment Analysis etc.,)
- ❖ Preparation of Month End Reports (Ageing Report, Commercial Pack, Logistic pack etc.,)
- ❖ Responsible and accountable for suppliers on time payments by resolving the supplier queries within TAT
- ❖ Follow up with requests (via calls/ mails or tickets) to solve hold invoices as per the AP guidelines
- ❖ Reconciliation of Vendor statements with Tesco books of accounts on Quarterly and Half year basis.
- ❖ Resolving suppliers queries which we receive via Zen desk & Outlook within agreed SLA

From April 2016 to December 2017 (AR Activities)

- ❖ Invoice uploading on customer portal as per standard procedure
- ❖ Generating invoices and sending to customer via mail for payment
- ❖ Collaborate with other departments to ensure billing accuracy and reworking on rejected invoices
- ❖ Assist with customer account reconciliations
- ❖ Ensuring clients' billing accounts are set up correctly and according to their requirements
- ❖ Producing monthly and Weekly console invoices to customer
- ❖ Investigating and resolving any irregularities or enquiries
- ❖ Providing Supporting documents to Bank on daily basis
- ❖ Preparing AR Open balance reports and meeting billing deadlines
- ❖ Communicating with clients and other departments, resolving issues, and providing clarifications
- ❖ Updating the Invoice status to Internal & External team. Chasing on overdue invoices to customer

Project D:

- ❖ Company : **Infosys Ltd.**, Bangalore, India
- ❖ Role : Finance - Accounts Receivables, Position as Junior Accountant
- ❖ Duration : February 2015 to February 2016
- ❖ Tools used : Oracle, Outlook and MS-Office

ROLES & RESPONSIBILITIES

- ❖ Invoice uploading on customer portal as per standard procedure
- ❖ Generating invoices and sending to customer via mail for payment
- ❖ Collaborate with other departments to ensure billing accuracy and reworking on rejected invoices
- ❖ Producing monthly and Weekly console invoices to customer
- ❖ Investigating and resolving any irregularities or enquiries

EDUCATIONAL QUALIFICATION

- ❖ Master of Business Administration in Finance -2014 Percentage Obtained 68%
- ❖ Bachelors of Commerce (Taxation) -2012 Percentage Obtained 62%

TECHNICAL SKILLS

- ❖ Knowledge in SAP VIM & Ariba, Oracle, Your Doc-es, Citrix, TIMS, Main frame, WebTop, Talisma, Service now, Zen desk and Outlook
- ❖ Knowledge with Microsoft Office Kit- MS Excel, MS Word

PROFESSIONAL ACHIEVEMENTS

- ❖ Received TPA Award (Top Performance Award) in 2023 November for consistently high performing in **Monsanto Holdings Private Limited**
- ❖ Received R & R Award in 2023 September for Best Performance in **Monsanto Holdings private Limited**
- ❖ Rewarded for identifying the duplication of payments -Appreciation Mails received from the Vendors for well-timed response with accurate data in **DXC Technology private Limited**

- ❖ Appreciation Mails received from the Vendors for well the timed response with accurate data in **DXC Technology private Limited**
- ❖ Appreciations received from Vendors for Supporting on Critical Payments in **Tesco HSC Private Limited**
- ❖ Best performance award for 2nd Quarter 2015 in **Infosys Private Limited**

PROJECTS & TRANSITION

- ❖ **OCR Project:** Worked with IT team to auto mate the invoice posting from manual through OCR.
- ❖ Have successfully transitioned NWCA Invoice Posting activities from Barcelona to India
- ❖ Have successfully transitioned GCA Invoice Posting & Price Debit activities from UK to India

PROCESS EXCELLANCE

- ❖ I have submitted two process improvement ideas in Monsanto Holdings Private Limited and it got implemented
- ❖ I have submitted one process improvement idea in Tesco HSC Private Limited

ATTRIBUTES

- ❖ Strong P2P & AR process knowledge.
- ❖ Expertise in root Cause analysis.
- ❖ Query management & escalation handling
- ❖ Flexible attitude towards change
- ❖ Work with team and individually

PERSONAL DETAILS

Father's Name	:	K.G. Ramanna
Mother's Name	:	K.G. Lingamma
Date of Birth	:	24th May, 1991
Nationality	:	Indian Hindu
Languages Known	:	English, Telugu and Kannada
Address	:	H.No. 15/1348, Beerappa Nagar, Adoni (M), Kurnool (D), AP -518301

AFFIRMATION

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

Place:

Date:

[KURUBA GODUGU ERANNA]