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| **SANJAY BABU TAMMISETTI**    **e-mail id:** [**sanjaybabut9@gmail.com**](mailto:sanjaybabut9@gmail.com) **Ph-no : 9949834994**  **Summary**  Total Experience : November 2014 – April 2016 ||MBA (PGPM) IBS Bangalore Major: Finance  Analyst- Accounts payable || Expense Management, Invoice processing.   |  |  | | --- | --- | | **WORK EXPERIENCE** | | | **Consultant DELOITTE**  Nov 2014- Apr 2016 | | | **Deloitte** | **Responsibilities:**   * Review all invoices for appropriate documentation and approve for payments. * Processed and audited employee expense reports utilizing Deloitte Reporting system. * Prepared Manual vouchers for the rejected expense reports. * Responsible for resolving the queries * Processing the Invoice of the vendors for the given PO and Non PO’s. * Resolve Invoice discrepancies * Monitored payment status. | |  | |  |  |  | | --- | --- | | **Technical Programs** | * Coupa, Netsuite. * Microsoft applications including Word, Excel, Power point, Outlook. | |

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| **Project(Intern) Gayatri Projects Ltd** March 2013-May 2013(3 months) |

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| **Working Capital Management** | Worked as a trainee in Accounts department and reviewed working capital level and trend analysis, Inventory management, Receivables management and Working capital Ratios of Gayatri Projects Limited. |

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| **ACADEMIC QUALIFICATIONS** |

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| **Course & Specialization** | **College/Institute &**  **Board/University** | **Year of**  **passing** | **Percentage Marks/CGPA** |
| PGPM/MBA | IBS Bangalore | 2014 | 6.51 |
| GRADUATION | Acharya Nagarjuna University (B.Com) | 2011 | 52% |
| PUC / XII Std | Loyola Junior College | 2008 | 76% |
| SSLC / X Std | N.S.K.K High School (ssc) | 2006 | 73% |

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| **EXTRA CURRICULAR ACHIEVEMENTS** |

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| **Leadership** | * Sports Captainof school activities at N.S.K.K High School, Hyderabad. |
| **Cricket** | * Represented different cricket clubs and a part of winning teams. |