

VINAY GUBBALA

Senior Executive

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PROFESSIONAL SUMMARY

Experienced senior executive with strong attention to detail and expertise in managing various accounts payable functions. Demonstrated ability to handle tasks with precision, effectiveness, and good judgment. Skilled in organizing and prioritizing requirements to meet tight deadlines and maintain strict financial controls. Proven track record of delivering exceptional performance in independent and collaborative work environments.

WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/vinay-gubbala-5b7272152](https://www.linkedin.com/in/vinay-gubbala-5b7272152)

WORK HISTORY

Tecnics Integration Technologies Private Limited - Senior Executive

Hyderabad • 07/2024 - Current

- Received vendor invoices, validated for accuracy and routed for approval to prepare for payment processing.
- Supported audit preparation efforts, providing thorough documentation for accounts payable transactions as needed.
- Improved financial reporting accuracy with detailed reconciliation of accounts payable ledger and general ledger.
- Managed high-volume invoice processing efficiently, maintaining a consistent record of timely payments.
- Enhanced vendor relationships through prompt communication and timely resolution of discrepancies.
- Facilitated cost savings by identifying duplicate payments and preventing overpayments through diligent invoice reviews.

Amplify Energy Innovations Pvt Ltd - Senior Executive-Account Payable

Hyderabad • 05/2023 - 07/2024

- Applied 3-way matching (PO, Invoice, GRN) to validate invoices before payment release.
- Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.

EDUCATION

Gayatri Vidya Parishad College For Degree And P.G Courses

Visakhapatnam • 01/2018 - 01/2020

M.B.A: Finance

Gayatri Vidya Parishad College For Degree And P.G Courses

Visakhapatnam • 01/2015 - 01/2018

B.com: Computers

Nri Junior College

Visakhapatnam • 01/2013 - 01/2015

M.E.C

PERSONAL DETAILS

Date of Birth: September 5, 1997

Nationality: Indian

Marital Status: Single

Gender: Male

SKILLS

- Proficient in Three-Way Matching
- Accounts Payable Management
- Meticulous Attention to Detail
- Proficient in Three-Way Matching
- Financial Statement Reconciliation
- Tally
- Vendor Management Expertise
- Invoice Processing Expertise
- Payment Transactions Management
- Advanced Excel Skills
- Accounts Payable Management
- Experienced with Zoho Books software

Corporate Finance Foundations
02/2025