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

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

- Reduced invoice processing time with accurate data entry and timely vendor communication.
- Collaborated with procurement team to resolve discrepancies between purchase orders and invoices received.
- Enhanced financial accuracy through diligent reconciliation of vendor statements and company records.

Amplify Energy Innovations PVT LTD - Accounts Executive-Account Payable

Hyderabad • 05/2021 - 04/2023

- Monitored AP accounts, reconciling discrepancies, and improving financial accuracy.
- Processed vendor invoices and ensured timely disbursement of funds.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.

LANGUAGES

Hindi

English Telugu

PERSONAL INFORMATION

• Date of Birth: 09/05/97

• Gender: Male

| ACCOMPLISHMENTS

- Led team of 2 AP clerks, boosting productivity by 15% and ensuring 100% accuracy in payment processing.
- Led the implementation of an integrated AP software system, which resulted in a 20% reduction in manual data entry and increased processing speed by 30%.
- Reduced invoice processing time by 30%, from an average of 7 days to 3 days, by streamlining workflows and implementing automation tools.
- Streamlined invoice processing system, resulting in a 15% reduction in billing errors and overall efficiency improvement.

SOFTWARE

Tally
Upper intermediate
SAP FICO
Intermediate

CERTIFICATIONS

Corporate Finance: Environmental, Social, and Governance (ESG) 03/2025

Accounting Foundations: Understanding the Accounting Cycle and Accrual-Basis Accounting 02/2025

Corporate Finance Foundations 02/2025