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| |  | | --- | | Srikanth Reddy Komirelly  H. No: 7-1-42, Sai Nagar Colony, Bairamal guda, L.B Nagar,  Hyderabad Telangana,500079. |(PH) 9959647767 | 🖄 [sriker18@gmail.com](mailto:sriker18@gmail.com) |   Work History  **Carrier Technologies India Ltd.**  **Associate manager**  **From Feb-2021 to till date.**   * Handled transitions of BPO management and Disbursement process from US and EMEA regions. * Managing the team of 8 members handling Vendor Management and Disbursement activities. * Monitoring all payment runs prepared and executed in SAP as per the agreed payment calendar with BU. * Validating the all-mandatory checks and approve payments. * Providing necessary guidance to team to sort out issues in day-to-day activities. * Develop and improve end to end process of payments. * Extracting and providing the all payments reports to BU. * Measuring, monitoring and reporting on customer satisfaction and vendor performance and implementing continuous improvement strategies * Coordinate all vendor management tasks inclusive of working with external vendors and internal employees * Monitor and report on the performance of vendors to ensure delivery in line with contractual obligations and performance metrics * Plan and conducts regular performance reviews with each major third-party provider along with relevant technology stakeholders * Conduct third party audits and manage the remediation of 3rd party audit findings and management responses * Defined KPI for the activities and measuring the performance of team. * Handling escalations/issues and ensures to fix the issue by doing root cause analysis to avoid similar occurrences happening in future.   **Epiq Systems India Pvt Ltd.**  **AP Coordinator**  **From Feb-2019 to Feb 2021**   * Allocation of work to team members & monitoring Invoice TAT & Ensure of accurate and timely payment to the suppliers. * Reviewing and Processing the legal PO/NON-PO invoices in SAP using T codes Fb60,MIRO * Providing necessary information to management by doing analysis in SAP with T codes ME23N,FBO2,FBL1N. * Auditing and processing of employee expense claims. * Handling month end accruals. * Performing the quality check for the invoices processed by team members and providing the feedback. * Providing support to the vendor maintenance team for vendor setup related queries. * Handling Vendors & other team’s queries received in generic Mailboxes. * Maintaining tracker of the exceptions and following up with respective teams (via calls/ mails) to solve hold invoice as per the AP guidelines. * Providing duplicate analysis, Aging and other reports to management. * Handling escalations independently and ensures to fix the root cause to avoid similar occurrences happening in future.   **Quislex Legal Services Pvt. Ltd.**  **Bill Review Executive,**  **From Oct-2017 to Jan-2019**     * Review Legal Invoices and ensure them for payment. * Participate in legal bill review process and tool continuous improvement efforts. * Identify and monitor all SLA's for the service line. * Serve as the point of escalation for issue resolution and queries. * Perform data analysis and prepare month end closure reports. * Actively mentor the team to achieve defined targets. * Review and summarize client’s protocols for team members.   **Genpact India PVT LTD.**  **Process Developer,**  **From Sep-2013 to Sep-2017**   * Worked in Accounts Payable process for a leading client engaged in Re-location services. * Auditing of International VAT and Non-VAT invoices from various countries and making the payments in different currencies based on the invoice. * Performing the vendor master creation and related activities * Handling RUSH and Critical invoices. * Escalating the issues to the respective resolver through email and sending follow up emails and getting the resolutions on time to process the pending invoices. * Processing the Intercompany and intracompany invoices. * Attending calls and preparing SOP's and giving training to the team members. * Handling critical Rush generic mailbox and addressing the client and vendor’s enquiries regarding the payment. * Allocating work to team members and assisting them in completing the work within SLA's. * Performing Quality check for the payments, escalations made by the team members and providing feed back to the analysts regarding and preparing corrective action plans.   Accomplishments   * Achieved Appreciation and Awarded as STAR player of Month JAN’20for handling the APAC region AP activities individually- EPIQ. * Processed 843 invoices and received Best Debutant award in the first month of production-Genpact. * Received Key Contributor award-2016 from client for doing the analysis and implementing a plan to get more early payment discount and Selected as a member for Client Audit Review committee- Genpact. * Selected as best team leader in the inter process accuracy contest- Genpact.   Skills   |  |  | | --- | --- | | * Proficient in Microsoft Excel, PowerPoint, Word and Outlook * Oracle 11i end user | * SAP 740 end user * Tally ERP 9 |   Educational Qualification   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **Qualification** | **year** | **College** | **Board/University** | | B.com | 2011 | Aurunodaya Degree College | Osmania University | | Intermediate Public Examination | 2008 | Sri Aurabindo Jr. college | Intermediate Public Board AP |   Personal Profile   |  |  | | --- | --- | | Name | Srikanth Reddy Komirelly | | Date of Birth | 08-June-1991 | | Languages known | English, Hindi & Telugu | | Gender | Male | | Nationality | Indian | | Marital status | Unmarried |   Declaration  I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.  Thanking you,  (Srikanth Reddy) |