



Hyderabad 502032
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PROFESSIONAL SUMMARY

I am passionate about finance and am seeking a challenging role in finance. Looking for the opportunities in where I can Improve my skills, academic, professional qualification and my talent. I will try to make positive contribution as a part of your dynamic organization in a position where my working, management, decision making and communication skills will be appreciated and enhanced.

CORE QUALIFICATIONS

PROFESSIONAL SKILL

- Equity research and Analysis
- Invoicing
- Reports
- Analytical skills
- Problem solving
- Quality Assurance management.
- Inventory Management
- Variance Analysis
- Cost allocation report
- Carrier Invoice Summary
- Discrepancy report

TECHINICAL SKILL

Sales force
MS-EXCEL
MS-WORD
MS-POWERPOINT
Tally ERP-9 (Basic)

ADDITIONAL INFORMATION

ACHIEVEMENTS:

- Promoted to Invoice Analyst II
- Created work engine for accuracy
- Achieved All Rounder Award for the Month of December 2021.
- Certified in credit card verification.

SADEMALA SRIDHAR

EXPERIENCE

April 2024 – Present

Invoice Analyst II - Archetype Solutions Software Pvt Ltd
Hyderabad

- Process invoices for sensitives information using secure mail protocols.
- Review and approve invoices for accuracy and completeness prior to issuing payments.
- Resolving issues relate vendor and client invoices.
- Work on large number on invoices and meet monthly productivity goals.
- Analyze root causes for invoice issues and discrepancies.
- Creating Excel tools for process improvement, test them, and monitor their performance
- Assign tasks and ensure timely follow-up on overdue invoices.
- Conduct weekly calls with team members to receive updates on the progress of pending invoices.
- Reconcile vendor invoices with client data.
- Proactively communicate with clients regarding overdue invoices.
- Implement resolutions for high-priority clarification.
- Collaborate with the state-side team to resolve any pending client data and clarifications.
- Effectively handled high-priority client data, providing timely status and reports.

January 2023 – March 2024

Invoice Analyst I - Archetype Solutions Software Pvt Ltd
Hyderabad

- Analyze invoice data, including pricing, quantities, and terms, to identify discrepancies or errors.
- Suggested process improvements to invoices procedures to streamline workflows.
- Investigated and resolve invoice discrepancies to maintain good vendor relations.
- Stay updated on industry best practices, technological advancements and regulatory changes related to invoice processing.
- Worked closely with newly hired analyst to train them on the computer software being used.
- Creating MACRO for complex pricing/Invoices.

November 2020 – December 2022

Claims Associate - Legato Health Technologies Pvt LTD
Hyderabad

- Processed employee's medical claims, which are coding on an accurate and timely basis.
- Working on high-aging medicare and Medicaid claims with effectively
- Performed claim adjustment to re-issue proper payment amounts and made necessary adjustments on complicated claim issue with proper research and analysis
- Train and audit employee's perform deductible reviewing and correcting.
- Analyses claims processors quality of work.

EDUCATION

2023

Master's | MBA Finance

Vivek Vardhini School of Business Management, Hyderabad

5.6

2022

Financial Modeling | Finance

IMS Pro School

2020

Bachelor of Commerce | Computers

AV College of Arts, Science and Commerce, Hyderabad

GPA: 8.3

2017

Intermediate | MEC

NRI Junior College, Hyderabad

GPA: 8.3

INTERESTS

Hobbies: Watching movies, Listening Music, Sports and Travelling

LANGUAGES

- English, Hindi, Telugu