

**SAGARREDDY**

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**Objective**

To work for a leading Organization in the area of Finance and Accounting, which provides exposure to new ideas and stimulates personal and professional growth

**Professional Summary**

- Having overall 6.9 yrs. of experience in the field of accounting..
- Hands on exposure on SAP and SAP as end user.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions

**Accounts Payable (P2P) Work Experience:**

**Organization** : TECH MAHINDRA –Chennai

**Designation** : Senior Associate

**Duration** : Feb-2021 to July 2023

**Accounts Payable (P2P) Roles & Responsibilities: -**

- Processing payments to various countries in SAP.
- Analyzing unpaid reports on weekly basis.
- Analyzing supplier's on holds and get resolving issues.
- Handling European region payments.
- Good knowledge in Po's or Non Po's creation
- Good knowledge in vendor master data in SAP
- Knowledge in APP
- Doing Bank mails which are failed due to lack of bank details
- Analyzing bank mails and get resolution for failed payments.
- Working on tickets raised by supplier's and business people
- Answering to urgent mails from business people on urgent payment requests from supplier's
- Handling business queries and follow-up till issues get resolved
- Training and supporting new joiners in payments activities in SAP.

**Accounts Payable (P2P) Work Experience:**

**Organization** : Testa technologies

**Designation** : Associate Consultant

**Duration** : Sept-2023 to June 2024

**Associate consultant (FI) Roles & Responsibilities: -**

- Answering to urgent mails from business people on urgent payment requests from supplier's
- As per the business requirement configured the FI organization structure.
- Configured vendor account groups, special g/l transactions.
- Configured FI-AP and FI-AR modules including creation of vendor & customer master data.
- AP and AR account groups, number ranges, account determination and assignments.
- Configuration of general ledger
- Up loading master data ( vendor, customer ) through LSMW

**ACCOUNTANT Work Experience:**

**Organization** : Empika Agritech India p ltd  
**Designation** : Process Associate & Accountant  
**Duration** : June-2017 to Dec-2020

**Roles and Responsibilities: -**

- Maintain books of accounts, preparation of day to day entries.
- Maintain petty cash book on daily basis & general ledger reconciliation
- Preparing bank reconciliation statements.
- Vendor, customer reconciliation statement, posting of journal vouchers.
- Verification of carrying & forwarding agent bills.
- Preparation of summary receipts & payments statement along with breakup of income & expenditure on monthly basis
- Responsible for financial statement analysis, bank recon on a monthly basis.
- Maintaining general ledger and preparing trail balance sheet
- All exceptional cheque a will be pushed into image mark application and used to key the amount And MICR line manually.
- Keying MICR line and amount information related to exceptional negotiable instruments.

**Academics**

- Completed MBA (Finance) from JNTU K, in 2014.
- B.Com General from ANU in 2011.

**Technical competencies**

ERP : S.A.P (FI/CO), Tally  
Gained Knowledge on SAP fundamentals.  
Packages : MS-Office, Advance excel

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge

Date:  
Place:

(SAGARREDDY)