



T.REVATHI
PROCESS ASSOCIATE
ACCOUNT PAYABLE

+919036676072 
REVATHY9TOTA@GMAIL.COM 



OBJECTIVE

To Secure a Challenging position Where I can effectively Contribute my skills as, possessing competent technical skills. Always being Innovation and Flexible



EDUCATION

Master of Business Administration | Gitam University in Vizag ,
Andhra Pradesh , in 2016-2018 .

M.COM from Acharya Nagarjuna University , ongole, in AP , in 2011-2013.

B.COM(computers) from Sri Harshini Degree College , ongole, in AP,in 2008-2011.



EXPERIENCE

Process Associate| DXC Technology

December 2019 – Till date

Having 2.9 Years of Experiences as A Process Associate in ACCOUNT PAYABLES (P2P).

Roles and Responsibilities: -

- Processing of PO & NO-PO Invoices.
- Processing of Indexing.
- Matching 2-Way&3-way.
- Check duplicate invoices.
- Experience on vendor master data team.
- Handling quires like PO issues, GR issues, prices variances &VMD issues.
- Processing of Invoices to be paid to the vendor within time specified.
- Knowledge on payment (Manual &Automatic) like foreign, domestic.
- Experience on QC (quality checking &duplicate Check).
- Complete knowledge capture of accounting payable Process.
- Review Invoices which for invoice processed.
- Meeting of SLA&TAT as per the client requirement.
- Prepare vendor reports.
- Achieved 100% target per month continuous.
- Regular client interaction.
- Good communication skills, motivated and assertive team player with strong client commitment.



TECHNICAL SKILLS

- ERP
- Operating System
- Computer Skills
- SAP
- Windows 7,10
- MS Office



ACTIVITIES

- Client satisfaction Award for the best quality in production from the clients
- Processed a highest number of invoices for the project & was appreciated by management
- I got best employee of the month



KEYSTRENGTHS

- ✓ Ability to work independently as well as in a team environment.
- ✓ Ability to build motivation.
- ✓ Capability to work for long hours dedicated, determined, punctual and disciplined.
- ✓ Having good team spirit, positive thinking, goal oriented, adaptive to change and high Interpersonal skills.
- ✓ Positive approach thinking.



DECLARATION

I hereby declare that the details provided are correct and I take full responsibilities for those furnished above.

Date:

Place:

T.Revathi