

## **CURRICULUM VITAE**

**GEETHA L**

**EMAIL:**

mail to:  
geetha616@gmail.com

**TELEPHONE NO:**

**Mobile No: 9902955616**

**PERMANENT ADDRESS**

**Geetha L**  
D/o Lingegowda  
No 309, 3rd Main, Jagajyothi Layout,  
Kenchapura cross, Bangalore 560056  
Karnataka state  
India

**PERSONAL PROFILE**

Father's Name	: Linge Gowda
Gender	: Female
Nationality	: <b>Indian</b>
Languages Known	: English Kannada Hindi

Reference :

**Objective**

Seeking a challenging position in a well established company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

**Summary**

- MBA (Finance) from Sikkim Manipal University (Mangalore University).
- Worked for Siemens Technology and Services Pvt Ltd in Accounts payable from May 2010 to May 2022.
- Business Owner - from May 2022 to Mar 2023
- Good knowledge in MS Excel, MS PowerPoint and MS Word.

**Assets**

- Flexible, able to respond to rapid changes.
- Team Player, Willing to share information.
- Good at organizing and planning my schedule.
- Effective Communication skills and leadership qualities.

**Software Skills**

SAP, Tally, MS world, MS power point, and advanced excel reports i.e., pivot table, auto filters, v lookup, and conditional format.

## **QUALIFICATION**

Post Graduation: MBA with First Class in March 2010 in Sikkim Manipal University (Mangalore University)

Graduation: B.COM (Maharanis Girls College, Bangalore University)

PUC: PUC with First Class in April 2002

S.S.L.C : SSLC with First Class in April 2000

## **WORK EXPERIENCE:**

### **1. SIEMENS TECHNOLOGY AND SERVICES PVT.LTD. Bangalore**

- \* Designation : Team Leader
- \* Duration : From 02.05.2010 to 06.05.2022
  - Executive (From 2010 to 2012)
  - Senior Executive (From 2012 to 2015)
  - Subject Matter Expert (From 2015 to 2019)
  - Team Leader (From 01.10.2019 to 06.05.2022)
- \* Process : Accounts Payable (Invoice Processing & Payment Services)
- \* Business Owner : From May 2022 to Mar 2023

## **Roles and Responsibilities**

### **Invoice Processing**

- Processing of PO and Non-PO invoices with accuracy considering various exceptions.
- Perform Quality Audit Task and when required and cascade any training requirements for reduction of errors.
- Sending mails to the authorized persons in case of discrepancies, if any, while processing the invoices – Query Resolution.
- Taking care of Reversing and reposting the documents correctly & making internal adjustments

## **Payment Services**

### **Roles and Responsibilities**

**Payment services** - (Vendor Payment, Employee Payment, PROLL payment, Manual requests, Payment rejections, Exception reports, Trace and Recall and Control sheet)

- Managed the accurate and timely payment of outstanding invoices. (Supplier, Employee, ICC, IAT and Manual Requests).
- Handled Payment Exceptions and Payment Rejections and email queries.
- Managed UK, N WE and S WE Payment Services team of four head count.
- Counseling and mentoring team members, managing performance through training and coaching.
- Work under pressure, managing absenteeism, attrition and people's concerns.
- Placed process controls to reduce errors and maintain accuracy in the team work.
- Trained new hires and conducting Refresher training for team members and Quarterly assessment.
- Identify the training gaps and coach team members
- Provided effective solutions and guiding team members on various functional issues
- Lead team huddles to share the process updates and to discuss the process issues and provide the solution.
- Responsible for Process documentation, FMEA, KPI, BVI, Payment Rejection & Exception report.
- Responsible for Payment run Schedules for UK, N WE and SWE regions.

### **Business Owner of Aghrifarm Organic and Daily Mart & GR Enterprises (Pet Shop)**

**Responsible for end to end activities** (Open and Closing the shop, Order Placing, Order Receiving, Rack Arrangements, Returning of all Expiry Products, Inventory, Purchase entries, Billing, Customer Handling, Payments)

## **SAP & KT Transitions**

Performed SAP upgradation testing process for UK and N WE region.

- Part of multiple KT transitions for carved in and carved out AREs.
- Lead KT transition for S WE Payment process.

## **Key Accomplishments:-**

1. Awarded for “Quality and Productivity” for providing quality service during FY 2008.
2. STAR Awarded for accuracy and Productivity from the business during FY2009.
3. Certified by OPE team for the Yellow Belt project on Reduction of Undelivered emails in Remittance mail box.
4. Awarded as “Consistency Performer” for continuous improvement during FY2012.
5. Received Champion Award for Automation project.
6. Received Customer Delight Award for Green payment project.
7. Received Special recognition Award for the project on Reduction of payment run Identification.

## **Projects/Process Highlights**

- ❖ **YB project done on Reduction of undelivered emails ( suppliers and employees) in remittance mail box.**
- ❖ **Special project done on Reduction of undelivered emails (payroll vendors) in mail box.**
- ❖ **Project done on Reduction of Payment Run Identification.(by consolidating of company codes and payment methods in payment parameter)**
- ❖ **Implemented Automation to the payment run process to eliminate the manual process, Automation percentage increased from 0% to 96% which resulted in the release of one FTE.**
- ❖ **Streamlined the UK payment run schedules and Implemented a Green payment to reduce the Late payment and Early payment Ratio.**

- ❖ **Reduced Payment Rejection of supplier invoice by 10% impacted on FTEs by 0.5 on daily activity.**

### **SELF-APPRAISAL**

I consider myself familiar with the Finance and Accounting concepts. I am also confident of my ability to work in a team or individually with honesty.

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

**Geetha. L**

**Place:**

**Date:**