Curriculum Vitae

Rekha Mugalalli
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Career Objectives	"To use my experience & skills in the best possible way for achieving the company's goals."
Professional skills	1. **Technical skills**: • Oracle 11i & Oracle PeopleSoft 9.2, SAP FICO, MS Office & Tally 9.0 2. **Operational skills:** • Accounts Receivables (O2C) – Cash applications, Order processing, Affiliate corporate billing. • Collections- Vendor Reconciliation, Bank reconciliations, Posting • Accounts Payables (AP) – Invoice Processing
Educational Qualification	❖ MBA (Finance) - Visvesvaraya Technological University, Belgaum. (Aggregate-68%) ❖ BBA (Finance) - Karnataka University Dharwad. (Aggregate 79%)
Professional Experience	**Total Experience- 8.4 years** ❖ Previous employer- • **Infosys BPM Ltd**, Bangalore - 2 years & 7 months. • **Teleperformance Global Services Pvt Ltd**, Bangalore - 2 years & 5 months ❖ Current Employer- **Genpact India Pvt Ltd**, **Hyderabad** – 3.4 Years
Roles & Responsibilities	<u>**Order-To-Cash (O2C):**</u> 1. **Cash Applications –** • Extracting the A2d Reports, Invoice & Cancellations Reports from the server. • Performing the Interface activities in Oracle. Running auto invoices & create accounting for pushing the invoices, credit memo & debit memo in to GL & CTR. • Sharing the Dashboards on daily basis through E-mail to all concerned clients. • Uploading the receipts in oracle through ADI sheet format. • Applying the customer invoices with bank receipts (Cash Applications). • Month-end activities – Bad debts clearing, Passing Commission entries, GST entries, AR GL Reconciliation, GST Reconciliations, and DTR for audit purpose. 2. **Order Processing –** • Receiving the Top-up orders from customers & Bank Credit details from the bank through E-mail. • Initiate & approve the Top-up orders by checking the PO (Purchase Order) & Bank Statement. • Preparing the TAT & Accuracy Report everyday & mail the same to client. • Performing the Receipt Accounting, Invoice Accounting & cash application

- Cross checking the Top-up order to ensure that the order has been accounted in correct wallet or not. Preparing the Receipt & invoice Reconciliation.
- Downloading invoices from Oracle & Sharing to the customers through E-mail.

3. **Invoice Processing, Customer & Corporate Billing –**

- **Customer Billing -** IFT-Extract the client data from client ONQ to Oracle PeopleSoft.
- Fixing the error in errors based on Customer code & customer location.
- Pull the TRR from Oracle PeopleSoft to process the invoices after checking with the ONQ report.
- Updating the TRR in property wise review sheet & segregate the invoices based on the customer type.
- Downloading the invoices from client DMS.
- Crosscheck the invoices in 3 way match (ONQ-TRR-Invoice & backup)
- Process the Regular, Weekly, By-weekly & Monthly invoices based on the customer requirement.
- Send the billable invoices to customer after Quality check & update the remarks in review sheet (Billed, Missing, Knockoff).
- Follow up the missing inssvoices from client on regular basis until we receive the accurate details.
- Updating the Daily dashboard, Missing invoices tracker & ONQ reports daily basis.

- **Affiliate Corporate Billing-** receiving the affiliate charges from the cost center through Akrithiv.
- Updating the customer code, Ownership & Region details for the corporate entities.
- Sending the affiliate charges for GL posting.
- Billing the affiliate charges in oracle PeopleSoft by using the AR-Upload sheet. After uploading the interface ID will be created automatically.
- Interface the billing by using the Interface –ID.
- Downloading the invoices & sending them to the customer for payment.
- Preparing the checks to know the billing status & perform the correction if any discrepancy found.
- Performing the Month-end publish of statement.
- Responding the queries received from the customers regarding the billing invoice disputes with the TATs.

Collections:

4. **Vendor Reconciliations -**
    - Collect the required inputs to perform the reconciliation i.e Vendor MIS, Customer Posting details, Refund details, Bank credit details.
    - 3 way matching by using excel calculations, i.e V-lookup, H-lookup, Sum-if, if-error etc.
    - Maintaining the proper backup for reconciling items in Recon.
    - Supporting the client in month-end activities – Providing Vendor Commission JV entries, Re-class JV entries, Ageing, DTR etc.

5. **Bank Reconciliations –**
    - Posting the bank credit in Oracle with the help of Data loader tool.
    - Co-ordination with the bank & other external sources for closure of open items in bank reconciliations.
    - Handling the client queries & responds within time.

Appreciations & **Rewards**	- Got appreciation & Reward from client for clearing the open items in Infosys BPM ltd. - Got price in "National Level Art Competition and Exhibition, Delhi." - Got "**Individual Extra Miler Award**" in July 2014 at Infosys BPM ltd. - Got "**I-STAR Award & SPOT Award**" for Excellence & quality in June 2015 at Infosys BPM ltd. - Got "**Sparkle Best Employee Award**" at Teleperformance Global Services Pvt Ltd in January 2018. - Got "**Best Debutant** " award for taking the extra activities & initiatives at Genpact India Pvt Ltd in March-2020.

Training & Certifications	- SAP FICO Training. - Yellow belt training Regarding Quality Check at Infosys BPM ltd - Certified in Tally 9.0 - Certified in T100 Accounting Fundamentals at Infosys BPM ltd
Personal details	Date of birth : 01/07/1989 Marital status : Married Nationality : Indian Language known : English, Hindi, Kannada & Telugu Current Location : Hyderabad

Here by, I declare that the above information is true to the best of my knowledge and if given an opportunity, I will do my best in the growth & development of the organization.

Date:

Place: Hyderabad   **Rekha Mugalalli**