

RESUME

HARIPRIYA CHINTALA

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Mob: +91 6301403657

Career Objective

To make a positive impact in my field of activity leading to organization growth with professional divinity, putting my all efforts in the work assigned to me in organization. Seeking an opportunity to utilize my skills for the benefit of the company. Passionate about continuous learning and improvement.

Personal Strength:

- Strong ability to understand, analyze, and research for project improvement
- Sincerity towards job and punctuality.
- Able to cope under pressure.
- Good team player, hard working and enthusiastic.
- Excellent communication skill.

WORK EXPERIENCE:

Currently Working with Genpact India Pvt Ltd as Accounts Payable (P2P) (February 2022 to till date)

Description : Accounts Payable (P2P)

Invoice Processing

- Invoice processing with good quality and accuracy (PO and Non PO Invoices).
- Respond to all the vendor queries and resolving via emails.
- Process 3 way P.O matching and 2 way matching invoices.
- Credit note, debit note, interest invoices, reversals and reposting invoices.
- Self auditing for weekly / monthly invoices.
- Performs daily internal audit to ensure all the invoices to be sent for payment.
- Work on ageing and TAT invoices.
- Supporting the new joiners by giving training on the process.
- Making sure motivation and performance levels are maintained and supporting the team to grow.
- Establishing team targets as a reflection of the organization.
- Ability to interact with employees and vendors in a professional manner.
- Review all the invoices for appropriate documentation and approval prior to payment.

Worked with LMV Insurance Broking Services Pvt Ltd as Accounts Manager (August 2020 – September 2021)

Description: Core Accounting

- Manage petty cash and outgoing disbursements, reconcile bank statements (BRS).
- Perform various accounting functions including ledger accounting, bookkeeping, maintaining statutory reports, and preparing GST and PT statements.

- Manage accounts receivable and payable, reconcile vendor wise statements, and coordinate with various teams for settlement of Inter-Unit receivable and payable, and RTGS, NEFT payments

Worked with Valbe Foods Pvt Ltd as Junior Accounts Executive (August 2017 - July 2020)

Description : Jr Accountant

Invoice processing

- Prepares sales and purchase invoices (material & servicing invoice), handles day-to-day transactions (Sales, Purchase, Receipts, Payments, Contra, Journal entries Respond to all vendor inquiries.

CURRENT TOOLS USED

SAP (Ficco)

Tally Erp.9 / Tally prime

Additional Knowledge: MS Office (Excel, Word)

ACADEMIC QUALIFICATIONS:

B.Com Computers (75%) June 2015 – May 2017

St Ann's Degree College for Women's

Board of Intermediate Education (M.E.C), TS (62%) June 2012 – April 2014

St Ann's Junior College

Board of Secondary Education, AP (78%) April 2012

Frobel's Garden High School

ACHIEVEMENTS:

- Awarded as Best Accounts Manager in LMV Insurance Broking Services Pvt Ltd.
- Awarded in R & R for Outstanding and demonstration performance in KONE (Genpact).

PERSONAL DETAILS

Name	Chintala Haripriya
Marital status	Married
Address	H.no 7-1-1049/1 Nala Bazar, Secbad-500003, Hyderabad.
Email	haripriya.hari2126@gmail.com
Phone	+91 6301403657
Date of Birth	26-02-1997
Nationality	Indian

HOBBIES AND INTEREST

Exploring new places.

Spending time with family and loved one.

LANGUAGE KNOWS

English, Hindi, Telugu

DECLARATION

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

(HARIPRIYA CHINTALA)