

Revathi Sreenivasa Murthy

09241807667/09513094931

revats.g@gmail.com

PROFESSIONAL EXPERIENCES

IBM India Pvt. Ltd

Tenure: 26th Oct 2010 to 17th Aug 2022

Designation: Finance & Admin Business Analyst

WORK EXPERIENCE – 11+ years of experience (Accounts Payable) in IBM India Pvt Ltd.

Professional Summary

Accomplished as Procure to Pay (P2P) SAP ERP with 11+ years' experience and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of project, task performing and training.

Excellent reputation of resolving problems and improving customer satisfaction

ORGANIZATIONAL EXPERIENCES:

Job Profile (Working on SAP R/3 Tool) TELSTRA PROCESS (2010 – 2015)

- Processing all kinds of invoices (PO and Non-PO Invoices).
- Performed ad hoc deep-dive analyses for specific business problems.
- Researched and resolved accounts payable discrepancies within 24 hours.
- Everyday working on Duplicates Report to avoid duplicate payment and incorrect payment to vendor (SAP).
- Controlling Block Code Changes Report to avoid incorrect cancellation of documents on daily basis.
- Consolidating and preparing EOD reports on daily basis for the team to work on, ensuring completion of the same within the SLA.
- Ensure back-up are created for my activities. Also, be trained on another sub-process or activity and serve as Back-up for another process.
- With the use of SAP tool, preparing all kinds of monthly and weekly Reports (SLA 2.1 Report, Reason for TAT Report, Late Payment Analysis Report, and Other Kind of Reports).
- With the use of SAP, handling Payment Desk and ensuring payment to all vendors and avoid late payment (Daily, Weekly and Monthly payment runs).
- Monitoring and allocating adequate invoices to process all times.
- Providing adequate support to the new joiner on action process related activities with using SAP.
- Creating and maintaining vendor records.
- Prepared training documents and training delivery.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Developed business cases, presentations, and reports for senior management.

CEMEX PROCESS (2015 – 2018):

I have worked in **CEMEX** process (Germany and France) and I was handling payments.

- Build customer relationships and continuously search for ways to improve services.
- Managed and responded to all correspondence and inquiries from customers and vendors.
- Handling in France project T&E processing and verify whenever there is huge volume.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Worked collaboratively with delivery partners and SMEs in gathering and clarifying requirement.
- Researched and resolved accounts payable discrepancies within 24 hours

UNILEVER PROCESS (2019 - Current):

- Responsible for managing payment proposals to Suppliers on daily basis.
- Designed and prepared technical reports, studies and related documentation.
- Developed business cases, presentations, and reports for senior management.
- Reorganized accounts payable processes, decreasing supplier payment delays.
- Payment Acknowledgment review.
- Analyzing payment level exception documents.
- Preparation of funding request on daily, weekly or monthly as per the client requirement.
- Maintain daily, weekly, and monthly reporting for payment audits.
- Ensure to maintain payment audit data to meet audit requirement. Developed monthly, quarterly, and annual statements for Audit concern.
- Manual instruction initiating in various bank portal (HSBC, CITI, BPI and DB banks.) for payments.
- Reversing the rejection payment documents and resolving BRS open items.
- Void form will be sent by treasure team, basic on damage cheque /lost cheque re-issue or refund, after initiating cancel cheque in bank portal. Reversal and reset of cheque payment will be done.
- Excellent at e-mail handling based on SAP related payment query
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Support development of solid relations with internal teams.
- Researched and resolved accounts payable discrepancies within 24 hours
- Build customer relationships and continuously search for ways to improve services.
- Established relationships within the business as well as the vendors to ensure accounts are brought current and to continue healthy relationships.
- Collaborate with team members to meet daily goals, find solutions to current process difficulties, and go beyond an issue to find out root cause to prevent future occurrences.
- Collaborated with coworkers on process improvements and invoices issue resolution.

Project Management:

- Successfully achieved the offline transition processing support for new region examination.
- Prepared presentations developed reporting for management to review project status.

Areas of Excellence

- SAP – End User (P2P Procure to Pay)
- MS Word, MS Excel, Advanced Excel, PowerPoint.

EDUCATIONAL PROFILE

<u>Course</u>	<u>Board and University</u>
Bachelor of Business Management (BBM)	Bangalore University (2010)
PUC	Department of pre-university Education (2007)
SSLC	Karnataka Secondary Education Examination Board (2005)

PERSONAL DETAILS

Date of Birth : 10th March, 1989
Gender : Female
Marital Status : Married
Residence : No.535 1st Floor Shivashankar Block
1st Main, 1st Cross Hebbal
Near KT Transport and Travels
Bangalore - 560024
Languages Known : English, Kannada and Telugu
Nationality : Indian
Interest : Playing games, listening to music

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bangalore

Date:

(REVATHI.S)