

## BHAVYA B C

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### Objective:

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavor far most in achieving goals.

### Work Experience:

1. **DXC Technology, as Associate Professional Business Process Outsourcing** From 17<sup>th</sup> May 2017 to 29<sup>th</sup> Nov 2022

#### **Job Profile**

- Worked in Accounts payable activities in SAP for Manila Regions and done the remote transition for Myanmar country.
- Processing the PO and NON PO invoices and working with the team to clear invoices during high volume and clear the invoices within the TAT also recognizing the good accuracy trend from the client
- Handling the Generic mail box queries directly from clients regarding the issues of the process and also responding on time Escalations with proper RCA.
- Managing the process in critical stages and helping the team to move process without any lags.
- Worked with clients to clear discrepancies in the invoices and clearing the open items and clearing the blocked workflows and MRBR to clear for payment.
- Reporting and Presenting clients PPT for weekly reports and monthly financial KPI reports after closing the books.
- Monitoring and reporting monthly and weekly Vendor and GR/IR Reconciliation.
- Assigning the daily task to the team and clearing the daily Invoices, service now tickets and Down Payment tickets.
- Delivering extensive experience in knowledge maintenance, training & mentoring of new team members, client management, doing quality check for the entire team and Conducting Daily Operational Reviews and clarify and clearing the issues

2. Worked in **Accenture Service India private limited** as a **Process Associate**

From **8<sup>th</sup> July 2015 to 19<sup>th</sup> August 2016.**

Parent company: **Forte solution private limited.**

**Job profile**

- **Accounts payable** activities invoice processing in SAP with 100% accuracy.
- Processing all the invoices assigned within the required Turnaround Time (TAT).
- Processing of PO and NON PO invoices manually by matching required field.
- Handling the Email queries directly from clients regarding the issues of the invoices processing and other concerns.
- Follow up with clients and contacting regarding the credit notes.
- Helping each other in the team with their respective process during high volumes.

**Rewards & Recognition:**

**KUDOS (24/01/2019)** - Appreciation for working as without errors and additional efforts and making difference in team

**STAR PERFORMER (13/08/2019)**–Handling Team, performing multiple activities (Reportings) without missing SLA.

**Educational qualifications:**

Qualification	University	Year
<b>M. COM</b>	Dr. Ambedkar institute of management studies. Bangalore university	2014
<b>B.COM</b>	NMKRV college for women	2012
<b>PUC</b>	Department of Pre-University Education, Karnataka	2009
<b>SSLC</b>	Karnataka Secondary Education Examination Board	2007

**Personal skills:**

- Self-Confidence and Positive attitude.
- Honesty and fast decision making.
- Willingness to learn new things.
- Hard working

### **Technical skills:**

- Basic in Computer, Knowledge on Microsoft excel, Microsoft word, Microsoft Power Point.
- SAP FI, CO, MM, and SD Configurations.

### **Personal Information:**

- Father Name : Channakeshava
- Date of Birth : 25th Dec1991
- Nationality : Indian
- Languages Known : English, Telugu, and Kannada.
- Address to Comm. : # 4607,Behind Ammannamma Temple Begur,  
Bangalore -560049

### **Declaration:**

I am confident of my ability to work in a team. I hereby declare that the Information furnished above is true to the best of my knowledge.

**Place: Bangalore**

**Date:**