* A. Pawani

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**OBJECTIVE:**

Looking for a challenging and responsible position in a dynamic organization that will allow me to contribute my sincere efforts and ability.

**PROFESSIONAL SUMMARY:**

* Having experience in end to end O2C, Maintenance Billing (Invoice processing)
* Expert in Excel reporting, preparation Adhoc reports.
* Having analytical knowledge in PMQA application and prepare reconciliation between the Data.
* I have received Star performer award thrice during my tenure.
* Flexible to work any shifts and zeal to learn new areas.
* Good communication and written skills.

**TECHNICAL SKILLS**

* Application: Worked on IBM Cognos, Citrix, Softrax and E sales.
* Reporting Tools: PMQA (excel based adds in)
* MS-Office Microsoft Excel,
* Operating System: Windows7
* **Work Experience**

Currently working for Genpact,Hyerabad

Designation - Management trainee

Experience - .1.5 years’ Experience

Department: Account Receivables, Order to Cash (Invoice Processing) CMD( New account setup)

Worked in Infor India Pvt limited

Designation - Financial Analyst

Experience - 5.1 years Experience

Department: Account Receivable, Order to Cash ( Invoice Processing)

**As a Process/ Financial Analyst**

**Billing Process**

* Working on Global Billing Process for (EMEA, NAM and APAC) regions.
* Invoice Processing (Normal, Milestones, Credit and Rebill) on a daily basis.
* Single point of contact for invoicing the customers and sending the invoices for dispatching (electronically in customer website portal)
* Ensured all the requests are attended on time and communicated to respective SAM’s at the earliest
* Sending Trade invoices by validating customer address, due dates, payment terms, Printing
* Types, Tax amounts etc. based on customer acceptance
* The best Invoice to be reached out to the Customer.
* Running the Audit Checker through PMQA application and sending the Final segregated
* Reports to the process owners and dispatching the Invoices to the customers.
* Invoices uploaded in respective customer portal
* Preparing process related reports such as (Cognos, MS, Credit Note, AR Report, PMQA Report),
* Maintained metrics, accuracy level with no escalations as agreed with Process Owners and Team Lead
* Participating and actively conducting the daily / weekly calls with clients and huddles to
* Discuss the Responsibilities to be carried out on Daily basis.
* Preparing the daily volume reports and assigning work to the team members
* Helping team lead in providing volume analysis and accuracy reports on weekly basis
* Actively involved in audit
* Training and refresher sessions for new teammates
* Shared best practices among the team members wherein they can apply to enhance process efficiency levels

**Key Achievements:**

* Got Promotion from Associate Financial Analyst to Financial Analyst
* Received Star performer award thrice for my performance during my tenure
* Part of the team which received “Star performer Award”.
* Rated as “Exceeds Expectations (EE)”in performance Review twicely.
* Received good number of appreciations from counter parts for processing the transactions in time

**EDUCATION**

MBA, Avanthi PG college,2015

* B. Com, Badruka college of Commerce ,2013
* Board of Intermediate Education, Nava Chaitanya junior college -2010
* Secondary School Education, Modern high school -2008

**Personal Information**

A, Pawani

Hno-8-4-551/A/18 , Jayanthi nagar

Rajeevnagar / Mothi Nagar.

Hyderabad

Gender - Female

**Languages Known:** English, Telugu & Hindi

**(Pawani. A)**