Deepthi Pinnap reddy

H No 17-1-386/1/S/64/A, S N Reddy Nagar, Champapet, HYD.

Email: [pinnapdeepureddy@gmail.com](mailto:pinnapdeepureddy@gmail.com)

Phone: +91-9505912356

**CAREER OBJECTIVE**

To excel in corporate career through consistent efforts, knowledge & experience and aid the organization in achieving its set objectives and goals while aiming for constant professional as well as personal growth.

**PROFESSIONAL EXPERIENCE**

Over all 9.5 years of experience. Currently working with Accenture

A dedicated and experienced accounts payable professional with a solid track record of managing complex accounts payable processes. Skilled in managing vendor relationships, processing invoices, payments and managing accounts payable reports. Ability to work in a fast- paced environment with a keen attention to detail.

**Analyst / Accenture: 1st Apr 2014 - Till Date**

***Roles and Responsibilities:***

* Serve as the Subject matter expert for End to end Procure to Pay process
* Reconciling the AP sub-ledger with GL, identify and resolve unaccounted transactions on regular basis
* Participate in the selection and implementation of AP automation tools to enhance AP process.
* Developing and implementing policies and procedures to improve efficiency and reduce processing time.
* Research and resolve invoice exceptions & holds issues
* Raising requests for setting up new vendors & amendments for existing vendors in the system through Compliance desktop process.
* Prepare and maintain accounts payable reports i.,e Exceptions report, holds report, daily invoice allocation report, FPY report and AP Rejections report.
* Preparing and sending Exception & Holds PPT on biweekly basis & sending it to business leadership team & attending call with client to update the status.
* Reconciling Top vendor statements on monthly basis.
* Prepare unused credit report on monthly basis– contacting vendor & clearing the aged credits posted in the system.
* Working on Paperless projects- Conversion of payment method from CHECK to Electronic.
* Working on FPY Report on weekly basis, AP Rejections project & No PO No Pay Project.
* Responsible to train new employees about invoice processing, exceptions & Holds and provide ongoing support to existing team members
* Assists on internal and external audit requests as requested
* Participating in end-user testing for financial system implementation and upgrades
* Prepare RCA document for escalations in the process. Monitor and analyze data to identify process improvement opportunities and implement solutions to address root causes

***Senior associate:***

***Roles and Responsibilities:***

* Remote transitioned Accounts Payable GRNI Process.
* Prepared SOP for GRNI Process.
* Investigated and analyzed open purchase orders and working with buyers and suppliers to resolve the all aged open purchase orders.
* Reconciled the supplier statements with the open GRNI report and identify the open invoices, which are matching to the open POs.
* Prepared GRNI Metrics on weekly basis and sent to Business leadership team.
* Attending weekly GRNI call with Client to update the status.
  + Processed expense reports and credit card statements
* Worked on Duplicate Audit
* worked on Adhoc request and responding them immediately.
* Quality Check of the International invoice processing.
* Pitching into production as when required which has to be completed immediately.

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***Leadership Skills:***

* Updating Daily Productivity Trackers of team members and sending them to across the management and update white Board on daily basis. Allocation and monitoring of workload and to ensure that SLA’s and TAT are met.
* Maintenance and monitoring of team attendance and extra hours tracker.
* Preparing daily productivity report of invoice processing team.

**Process Associate / Diebold, Incorporated** **7th Dec 2012 – 1st Apr 2014**

***Roles and Responsibilities***

* Processed Invoices in BAAN and Oracle on timely and accurately as per the SLA’s.
* Worked on International invoice Processing and sending the payment details to Treasury.
* Worked on exception invoices such as quantity variance, no information on invoices.
* Worked on credit memo and debit memo Processing.
* Rush Invoice Processing.
* Handling customer queries through emails.
* Responsible to train new joiners about invoice processing.
* Quality Check of the invoice processing and Credit memo processing.
* Provide floor support on invoice processing and quality check.

***Achievements***

* Best Debutant for the First quarter.
* Star of the Month for Multi-tasking.
* Gold Award for the quick learning of the process.
* Best Individual performer Award
* Appreciation mails from the clients for the resolving payment issues, reducing GRNI balance, reducing Exception & Holds Count.
* Best student award in SSC.

**PROFESSIONAL SUMMARY**

* Good Analytical and communication skills.
* Quick Learner.
* Good Team Player.
* Self- Motivated
* Goal Oriented

**SKILL SET**

* Good Knowledge in Accounting.
* Knowledge of ERP systems: SAP, Oracle Cloud, Oracle R12 & 11i, BaaN & Solomon.
* MS Office- Experience on excel & preparing reports

Ability to work independently and as a part of team

Ability to work in a fast-paced environment and meet tight deadlines

**ACADEMIC CREDENTIALS**

* MBA from Osmania University 71% in the year 2011.
* BSC from Osmania University 73% in the year 2008.
* Bi P C from Board of Intermediate 68% in the year 2005.

**PERSONAL PROFILE**

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| **Date of Birth** | : 15th, June 1988 |  |
| **Nationality** | : Indian |  |
| **Marital Status** | : Married |  |
| **Languages Known** | : English, Telugu and Hindi. |  |
| **Hobbies** | **:** Listening to Music |  |
| **Permanent Address:** # H-No-17-1-386/1/S/64/A, S N Reddy Nagar, Champapet, HYD-500035. | |  |
| **Place:** Hyderabad | (Deepthi P) |  |
| **Date**: |  |