|  |  |
| --- | --- |
|  | Chagam Madhavi  +91 7259401898 | E: [**Chagammadhavi@gmail.com**](mailto:Chagammadhavi@gmail.com)  Bengaluru, KA 560049 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Summary** | |  |  | | --- | --- | |  | Experienced accountant who adapts seamlessly to constantly evolving accounting process and technology. Adept at invoice processing, Exceptions handling, Invoice process automation, Corporate taxation. Specialise in Invoice processing, reporting and analysis for both Client/OpCo and internal accounting. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work History** | |  |  | | --- | --- | |  | Senior Associate *07/2017 to 08/2020*  **OneIndia BSC Pvt. Ltd. (LH GROUP) | Bangalore, Karnataka**   * Having 6.8 years of SAP Accounts and Finance experience in manufacturing & Service Industries. * Responsible for Accounts payable Activities like Vendor Invoice Processing Normal PO, Non PO Invoices, Freight, Framework order and Import invoices. * Quality check for both OpCo and internal accounts. * Transitioned to a Fund Involved in SAP VIM (Open Text) and ICC tool implementation for Accounts payable process. * Responsible for Vendor Debtors & Creditors Note's processing. * Responsible for Vendor GR/IR clearings. * Well versed with Statutory Laws like GST, VAT, TDS, import, central excise, etc. * Follow up outstanding issues actively with OpCo team. * Training the new employees in Invoice processing team. |  |  |  | | --- | --- | |  | Senior F&A Executive *11/2013 to 03/2016*  **IBM India Pvt, Ltd. | Bangalore, Karnataka**   * Gained significant exposure in working on SAP. Deft at carrying out financial services to the client * In the Account & financial services industry provides sophisticated analyses of financial & accounts data and reporting * Adroit in carrying out accounting activities like, invoice processing, payment to the vendor and preparing Reconciliation Statements leading to finalization of accounts. * Respected highly efficient detail oriented with an outstanding record of timely accurate financial and accounts information delivery, works closely with managers to improve to learn new activities and techniques. * Recognized as an expert in reporting and finance & accounts payables process, possesses the drive and determination to build on excellent performance. * Analysing and Indexing the Invoices in ICC once OCR captures the Invoice details. * Work on the DP dash board * Post the PO Invoices with the three way match * Work on the Non PO Invoices with all the check points, and book it to the correct Cost Centers and the GL a/c as requested in the Invoices * On the basis of the reports vendors would raise Invoices, cross verify the Invoice with reports and post the same to the respective of vendors * Work on the blocked Invoices like Price and Quality discrepancy. * Follow up with the Coder and Approver for the Invoices which needs to be coded and should get approved from the Clients. * Closely working with the other teams for any kind of queries that has to be resolved * Ensure clients SLA & TAT are met on regular basis * Responsible for work allocation within the team * Routing of Invoices to the GRN creation, Vendor maintenance team, return to the vendor and Re scan if the Invoice falls under any of these queries. * I have been auditing the Invoices, Clearing the Documents and reversing the Invoices if the team posted incorrectly and to post with the correct details. * Prepared the DTP and flow chart and updating the document on regular intervals and getting approved from the client * Checking On RTV documents.   **PDR Team – Process Associate (Potential Duplicate Reporting)**   * Generating report on a daily basis in the background run in SAP * Downloading the report from SAP * Allocating the documents to team members based on the Inflow * Analysing documents and publishing report to AP team * Based on the confirmation from AP team, checking these documents again for confirmation * Preparing the dashboard on a daily basis which is published to AP team * Responding to the queries raised by AP team. * Preparing consolidated files on daily basis. And sending to processing Team on weekly basis. * Reporting all the Pay5 & Pay6 cases. * Duplicate reporting performed for all the regions and reporting to invoice processing team on daily basis. * Perform the review meetings with process managers on monthly basis and discussing on the duplicates and errors reported. * Reporting the duplicates for SLA. * Coordinating to the processing and payment team to stop double payment. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | |  |  | | --- | --- | |  | MBA | Finance & Computers  *09/2012*  **SK University, Anantapur** |  |  |  | | --- | --- | |  | B.Com | Computers  *05/2010*  **C V Raman college, Tadipatri** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Information** | |  |  | | --- | --- | |  | * Proudly a team member of 3 Way automation Design, Testing and Implementation for Freight invoice processing. * Part of VIM & ICC tool implementation. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Accomplishments** | |  |  | | --- | --- | |  | * Collaborated with Automation team in the development of 3 Way match automation for Freight invoice processing. * Involved in 3 way match automation Design, UAT testing and Implementation. * Involved in SAP VIM (Open Text) and ICC tool implementation for Accounts payable process. * Appreciations from Client/OpCo for timely advice and for providing accurate information. * Received “Team Excellence Award” in 2014. | |