SRAVANI Email id:svsb079@gmail.com

Mobile. No. +91-9985090728

**CAREER OBJECTIVE:**

* Willing to shoulder challenging tasks with a result oriented approach. Interested in a career that rewards performance and provides me an opportunity to work with FINANCE industry.

**PROFILE SUMMARY:**

* Comprehensive Experienced Accounts Professional with **5+ years** of experience in handling accounting functions with keen eye on accuracy and authenticity
* **Technically proficient with SAP FICO,SAP ARIBA and CODA excellent capabilities to adapt new technologies**, ensuring continuous skill enhancement.
* **Accounts payable Process**:

The Accounts Payable process starts with receipt of invoice. If the vendor is new, then the vendor needs to be created or If the vendor is already exist in the master data base, required any modifications those changes are made before processing invoice. Further, the invoice is processed and based on the due date , they are picked for payment in respective payment cycle. once the payment is transferred , we end the process by payment advice to the supplier.

* **Accruals**:

Accruals are adjustments for 1)  [revenues](http://www.accountingcoach.com/blog/what-are-revenues" \o "What are revenues?) that have been earned but are not yet recorded in the [accounts](http://www.accountingcoach.com/blog/what-is-an-account" \o "What is an account?), and 2) [expenses](http://www.accountingcoach.com/blog/what-is-an-expense" \o "What is an expense?) that have been incurred but are not yet recorded in the accounts. The accruals need to be added via adjusting entries so that the [financial statements](http://www.accountingcoach.com/blog/what-is-a-financial-statement" \o "What is a financial statement?) report these amounts.

* **Vendor Master Management:**

## The vendor master process is the procedure that is maintained in order to ensure that the vendor details maintained in the master database are updated on timely basis.

* The vendor master contains details such as the vendor name and address, remit to address, contact number, language spoken, payment terms that the vendor has been set up for, bank details, method of payment ,etc..

**WORK EXPERIENCE:**

**EXPERIENCING IN CAPGEMINI PRIVATE Limited, Bangalore :**

Designation : “**Finance and Accounts Associate**” from–**APR-2016 to NOV-2018**

Duration : **2.7years**

Tower : **Accounts Payable**

**Roles and responsibilities:**

* Indexing of scanned invoices by using BPOPEN tool.
* Processing the invoices which will be received regularly, will be processed as per the AFP stamp (Non-PO invoices) .
* Processing all Non PO invoices and credit notes.
* Review all invoices for appropriate documentation and approval prior to payment
* Handling queries by emails and calls with Clients and Vendors.
* Performing Supplier Payment Run on every Friday.
* Performing Rescan activity for multiple invoices, missing pages and unclear invoices & doing RTV for invoices.
* Sending accruals, matching & unmatching the entries of direct debit & invoices.
* Vendor master management.
* Process Invoices with in turnaround time and per Invoice accuracy targets.
* Responsible for training new associates on process
* Other duties as directed by the Team leader.

**PROJECT DETAILS:**

* **REPUBLIC SERVICES –WASTE MANAGEMENT, USA**

**Role** : Senior Associate

**Duration** : April -2016 to November-2018

**Team Size :** 25

**Environment** :  **SAP FICO and SAP ARIBA**

**Work Profile** : Processing Invoices , Releasing all the payments.

**Core responsibilities**:

* Registering all PO and Non-PO invoices and ensure to meet accuracy and Turnaround time as per agreed SLA’s.
* Invoice rejection analysis - Extracting the invoice data from EPRO and review all Rejections and take necessary actions.
* Duplicate invoices analysis - Analyze the duplicate invoices and take necessary actions as required.
* Ensure to complete the task which is assigned by manager / supervisor.

**Additional responsibilities:**

* Involved in generating the process improvement Ideas.
* Having weekly huddle with the team and addressed all process defects to educate them on how to overcome those defects.
* Cross trained on Duplicates, Daily Reports, Monthly Reports and supported team
* Trained new joiners on AP process.

**Help-desk activities**: Supporting for US Invoice queries/Disputes and all other queries related to posting the invoice.

**EXPERIENCING IN Tata Consultancy Services Limited, Bangalore :**

Designation : “**Finance and Accounts Associate**” from–**Nov-2012 to Jan-2016.**

Duration : **3.2years**

Tower : **Accounts Payable**

**Roles and responsibilities:**

* Indexing of scanned invoices by using RAPID tool.
* Processing the invoices which will be received regularly, will be processed as per the AFP stamp (Non-PO invoices) .
* Processing all Non PO invoices and credit notes.
* Review all invoices for appropriate documentation and approval prior to payment
* Handling queries by emails and calls with Clients and Vendors.
* Performing Supplier Payment Run on every Friday.
* Performing Rescan activity for multiple invoices, missing pages and unclear invoices & doing RTV for invoices.
* Sending accruals, matching & unmatching the entries of direct debit & invoices.
* Vendor master management.
* Process Invoices with in turnaround time and per Invoice accuracy targets.
* Responsible for training new associates on process
* Other duties as directed by the Team leader.

**PROJECT DETAILS:**

* **TCS Internal clients -TCS, IN**

**Role** : Process Associate

**Duration** : Nov 2012-Jan 2016

**Team Size :** 12

**Environment** :  **SAP FICO and CODA**

**Work Profile** : Processing Invoices ,Releasing all the payments and Vendor Master.

**Job Responsibilities**

• Worked for Account Payables Non Inventory Department and handling businesses for India.

• Resolving the queries received from Vendors, Business Finance, Procurement and Customers within the stipulated TAT and achieving utmost Customer satisfaction.   
• To work on all the invoices issues and working with the TCS procurement and getting those paid to the suppliers on time.   
• To work on the aged vendor items and to close them with continuous interaction with the procurement and the suppliers.   
• Periodic review of process documentation and ensuring it is up to date.   
• Working on all the Month End Activities. Training new member of the team on the process.  
• Part of the Invoice Management and Vendor query management, having to process invoices and help in the resolution on vendor queries. Act as liaison between customer & businesses of Tata Consultancy Services Limited . Have been handling critical vendor accounts enduring prompt payment and reconciliation of vendor accounts.   
• Collaborating with the internal TCS partners like the Procurement, CRC to further business, improve processes and resolve issues.   
• Coordinating with the team members in completing all the critical reporting activities on time and Other duties as directed by the Team leader.

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**PROFESSIONAL ACHIVEMENTS**:

\* Star of the Month Award from TCS.  
 \* Appreciation Award for "Dedication and Team Working Ability".

\* One of the Active Committee members for Sports/Cultural events and Food committee.

\* Received best performer of the month award for the month of June, July, November, December (2016), January, February, March (2017) with 100% Accuracy.

\* Certificate of Excellence delivery from the client

\* Team extra mile award for the month of April .

\* Received Spot awards for the month of August, October .

**ACADEMIC QUALIFICATION**:

* 2011- MBA with the stream of FINANCE and HR in SV University,Tirupathi
* 2009 - B.E with the branch of Mechanical Engineering in SV University,Tirupathi

**COMPETENCIES:**

* Able to work in team environment.
* Willing to learn with self motivation.
* Keen focused in finishing tasks.
* Flexible to take up additional responsibilities and challenges in tower level.

**IT SKILLS:**

* Well versed with MS- Office and Internet applications.
* SAP FICO End User,SAP ARIBA and CODA.
* Knowledge of working on Internet.

**PERSONAL PROFILE:**

Date of Birth : 16th Aug

Present Address: Gachibowli, Hyderabad

Passport: Yes

Languages known: English, Hindi & Telugu