Sirisha Yadav

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An Accounting Professional with 10+ years of diversified experience in a global environment with extensive knowledge in Accounts Payables, tax related aspects, with an end-to-end strong understanding of the Procure-to-Pay process.

**SKILL SET FROM MY EXPERIENCE**

Accounts Payable Specialist Cash Disbursement knowledge

ERP — Oracle 11i, R12, AssureNet

MS Office knowledge Quality Concept Oriented

Customer Centric Approach

**CAREER HIGHLIGHTS**

Completed **SEAL** ( School for Effective Aspiring Leaders) Graduation as a part of Genpact Training for effective Team Handling and Customer Management.

Supported Business Client for Oracle R12 UAT

Key Member of Quality Projects Team for Accounts Payables for improvising Deliverables

Key member of APJ Accounts Payables Team supporting end to end of APJ AP Operations — including invoice processing, Quality Check, Generic Mail Box, Holds and Month and Quarter Close activities Received two Bronze Awards for Key Contributor and for supporting end to end activities of ASPAC region operations

Received star award for preparing and displaying of visual dash boards and for working on Month End activities.

PROFESSIONAL BACKGROUND

# GENPACT [Hyd India] -Nov’20 16- Till Date

**Management Trainee** - **Finance & Accounts** - Accounts Payables

Leading the Accounts Payable activities for a Client with a team of 10 members functionally towards a consistent performance in meeting client deliverables.

# OVERVIEW OF ROLES AND RESPONSIBILITIES:

Currently heading the Accounts Payables team for Global Clients. Responsible to ensure SLA’s& deliverables are met consistently by the teams.

* Responsible for overall delegation & supervision of activities to the teams and organizing daily Team huddles.
* Supplier Relationship Management — manage supplier relationships by ensuring timely payment of invoices and easy channel of communication to resolve concerns and issues
* Review meetings with Leadership on a monthly & quarterly basis to plan Operations and Improvements for the processes.
* Work with the Training Department in adhering to the Training plans and identifying training needs for the Team members.
* In Sync Operations with Procurement, Vendor Management, Cash Disbursement Teams for seamless Deliverables.
* Collaborate with HR Team in ensuring Healthy Team relations and Career Enhancements for the Team members
* Attrition Management through employee relationship, understanding Team pulse, counselling and guidance for personality developments

# ACCOUNTS PAYABLE TEAM ACTIVITIES:

* Accounting of PO & Non-PO invoices in ERP with appropriate Direct & Indirect Taxes meeting statutory norms.
* Timely follow ups on Issues for Resolution for timely payments to vendors. Query management —Emails & calls.
* Adherence to Taxation Norms and accounting to accurate Accounting Strings. Preparation and uploading of Journals for Tax & Manual Payments.
* Coordination with Tax teams for Timely tax payments to Government. Adequate Support to Internal and External Audit Teams.
* Close Activities — AP, Inventory, PO Book Closing in ERP.

# GENPACT [Hyd India] -May’2013- Oct’2016

**Process Developer— Finance & Accounts** - **Accounts Payables**

**Processing of USD Invoices:**

* USD Invoice processing.
* Processing of PO Non-PO Telecoms Rebates and Rental Invoices.
* Gathering all document like PE, TRC, Invoice copy, PO copy & PAN for draft form 15CB. USD Material document Form A1 & Covering letter.
* USD Service document Form A2, Annexure A & Covering letter. Preparing form 15CA based on Form 15CB
* Co-coordinating with the Chartered Accountant to work on Service Invoices which are related to Royalty, Licensing Fees, and Consulting Services.
* Uploading the Invoices in Oracle. Uploading of Telecom Invoices.
* Weekly soft close, Month end and Quarter end activities.
* Sending bank acknowledgement to Cash disbursement team for posting Need to do working on COP (Certificate of payment)
* Vendor Reconciliation
* Working on the emails and resolving the queries related to payments.

# Process control checks:

100% Quality check for all processed item done daily basis.

* Validation of GL codes with Business Objective reports.
* Clearing all aged creditor invoices within 30 days as per the payment term. Interacting with client to resolve pay related queries/ issue.
* Working on Quarter close Accrual activities.
* Preparation of Manual Payments and Special Payments
* Interacting with Auditors (clients & Internal) on issue relating to audit of critical payments which includes explaining process flow, critical aspects, control points, resolution process of AP issues.

# GENPACT [Hyd India] —May’2013— Oct’2016

**Process Associate— Finance & Accounts** - **Vendor Masters Team**

Job Responsibilities:

* Addition/Change of different types of vendors.
* Providing access to new joiners of GSK employees.
* Increasing the level of access for existing users.
* Providing customized reports from ERP depending on the type of request.
* Validating ACH form and updating banking details as per the request.
* Preparing the weekly operations file which needs to be sent for the process owner.
* Updating ship to address - Address changes for the employees as they need to order the products.
* Flagging vendors which are on e-invoicing.
* Running PO programme - once the vendors flagged for e-invoicing the PO” s should get reflected in the system.
* Troubleshooting problems related to ERP & solving them either through E-mail or calls.
* Preparing of team’s productivity.
* Working on weekly & monthly reports.

# SIGNIFICANT ACCOMPLISHMENTS:

**QC standardization:** Worked with Quality team to standardize the every-day Quality Check process through the Accuracy Project of tracking the processing and TDS errors and to do “CAPA” with team members with help of attained data. This has greatly reduced the errors.

**Template Creation: In** line with consistent improvements being done, worked with the Quality Team to create Excel templates to accurately capture the TDS Exemption Limits of the bigger vendors and also to keep a check on the current status of the limits.

Restricted duplicate payment by ensuring of 100% audit in place

Effective cash pool management from treasury during month end and quarter end.

# ACADEMIC BACKGROUND:

Bachelor of Commerce (B.Com) — Osmania University — June 2010

Pursuing Masters in Commerce (M.Com) — Osmania University

# PERSONAL BACKGROUND:

Date of Birth: January 10, 1990 Marital Status: Married

Passport Status: Available

Language Proficiency: Telugu, English, & Hindi

I confirm that the information provided by me is true to the best of my knowledge and belief. Sirisha Yadav