

KEERTHI SRI ISUKAPATLA

CONTACT

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PROFESSIONAL SUMMARY

Dedicated accounting professional with experience in core operations, eager to contribute to a global, high-performance environment by applying strong accounting knowledge, attention to detail, and commitment to accuracy while continuing to grow within a structured and a dynamic team.

PROFESSIONAL EXPERIENCE

Jr. Accountant | Nine Advisory
Hyderabad, India | July 17th 2023 – December 9th 2024

JOB RESPONSIBILITIES

- Results-oriented Accounts Payable specialist with end-to-end experience in processing PO and Non-PO invoices accurately and efficiently.
 - Proficient in 2-way and 3-way matching to ensure accurate and compliant invoice validation.
 - Experienced in vendor account reconciliation and resolving payment issues within defined TAT.
 - Skilled in preparing daily trackers, invoice status updates for internal stakeholders and management.
 - Maintains strong audit and compliance standards in all aspects of the accounts payable cycle.
 - Skilled at performing invoice quality checks, handling vendor and ensuring timely resolution.
 - Ensures timely posting and clearance of stuck invoices to maintain smooth payment cycles.
 - Proven ability to manage high volumes of transactions with accuracy, efficiency, and attention to detail.
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EDUCATION

ETHAMES DEGREE COLLEGE – BCOM Computer Applications from Osmania University, Hyderabad. CGPA/% - 8.2

SRI CHAITANYA JUNIOR COLLEGE – Telangana Board of Intermediate (MPC) CGPA/% - 63%

SRI CHAITANYA SCHOOL – Secondary School Certificate CGPA/% - 9.2

TECHNICAL SKILLS

- MS Office
 - Tally ERP (Skilled in Recording transactions, Managing ledgers, Voucher entry)
 - SAP (Experience in Posting, Editing, Reversing, Invoice processing, Payment runs)
 - Excel (Proficient in VLOOKUP, Pivot Tables, Conditional Formatting, Sorting)
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ACHIEVEMENTS

- ✓ Recognized as Best Employee of the Month in February 2024
 - ✓ Certified in Work Smarter with Microsoft Excel (Coursera)
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PERSONAL DETAILS

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| Father's Name: | Venkata Ramana Isukapatla |
| Mother's Name: | Shirisha Isukapatla |
| Date of Birth: | 18/03/2001 |
| Languages Known: | English, Telugu, Hindi |
| Hobbies: | Badminton, Dancing, Listening to Music |
| Nationality: | Indian |
| Address: | H No 9-76/30, Plot No:17, Vishnupuri Colony, Keesara Mandal, Nagaram, Hyderabad, Telangana -500083 |

DECLARATION

I hereby declare that all the above-mentioned information given by me is true and correct to the best of my knowledge.

Date:

Name: Keerthi Sri Isukapatla