

JADALA PRAVEEN

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• Hyderabad- 500080

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Career Objective:

To work in a competitive environment among highly motivated individuals, towards continuous personal and professional improvement through hard work. To gain experience and also utilize my skills, in order to increase productivity of the organization and individual growth.

Professional Experience:

Role : Senior Associate -Accounts Payable (P2P)

Company : Persistent Systems

Experience : 11 months (4-FEB-2022 to 5-JAN-2023)

Responsibilities:

- Gained knowledge through training sessions on tools and best practices.
- Ensured compliance and adhered to standard operating procedures.
- Assisted in handling urgent payment requests and invoice escalations.
- Participated in process improvement initiatives.
- Maintained accurate records for audit readiness

Role : Process Executive -Accounts Payable (P2P)

Company : Cognizant PVT LTD

Experience : 2 Years 5 months (9-JAN-2019 - 07-MAY-2021)

Responsibilities: the business process that covers the steps from procuring goods or services to making final payments to Vendors.

- Processed vendor invoices accurately and ensured on-time payments.
- Matched purchase orders with invoices (2-way and 3-way matching)
- Managed non-PO invoices by getting necessary approvals from stakeholders.
- Checked the status of invoices and payments. Updated records to keep data accurate and clear.
- Pulled reports from the system for Team and Manager reviews.
- Maintained proper documentation for audits and internal checks.
- Escalated critical issues to leads and ensured prompt resolution.
- Supported period-end closing and financial reporting activities.

- Ensured timely reversal and reprocessing of blocked or parked invoices.
- Handled debit and credit memos as per business requirements.
- Managed escalated cases for delayed or disputed invoices.
- Reviewed exception reports and took corrective actions.
- Ensured zero audit observations related to invoice processing.
- Delivered high-quality work consistently and received positive feedback from supervisors.

Academic Profile:

Degree	Institution/Board	Year of Passing
B.Tech	Malla Reddy engineering & Technology, Hyderabad	2017
Intermediate	New Era Junior college, Hyderabad	2013
S.S.C	New madhu high school, Hyderabad	2011

About Me:

I am enthusiastic, smart, hardworking and a quick learner. I always strive to give my best in anything I do. I have good communication skills, and I am a sophisticated public speaker.

Skills & Areas of Expertise:

- Package/suit : Microsoft Office (Outlook, Word, Excel, Power point)
- Typing : 40 WPM
- Operating System : Windows

Personal Profile:

Father's name : J.Balamallu

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages : English, Hindi, Telugu.

Address : 1-2-606/36/A Lower Tank Bund,Bm Nager,Hyderabad,500080..

Declaration:

I hereby declare that the above given information is true. Given a chance, would strive hard for the entire welfare and satisfaction of the Organization.

Jadala Praveen.