

CURRICULUM VITAE

Shreekavya Bhat
E-Mail : kavyabhat1992@gmail.com
Mobile : +918660933276

#15, HVR Layout
Kundalahalli,
Bangalore -560037.

OBJECTIVE:

I would like to become a part of the organization that will enhance my professional and personal skills, thereby enabling me to contribute for the growth of the organization and my career.

Profile Summary

- Ability to work independently as well as under supervision or on collaboration with team.
- Proficient in ensuring adequate controls are in place to avoid defective postings / payment.
- Skilled in establishing self as expert or key contributor to the process.
- Invoice Processing (German language) and posting the journals for the same.
- Rectified escalated accounts payable issues from employee and vendors.
- Handling the day to day tasks, and sending reports to team lead and manager
- Ensure all tasks are completed with good quality within the time stipulated.

EMPLOYMENT EXPERIENCES.

Robert Bosch Engineering and Business Solutions 1years 3months

- Working as Process associate under the team relating to Accounts Payable.
- Performing Invoice accounting activity by two ways and three-way match.
- Involved in preparation of SLA Report and analyzing the same.
- Preparing reports of pending invoice and ensuring all are cleared within TAT.
- Resolving Blocked Documents issues through effective follow ups.
- Re posting and analyzing of auto posting failure.
- Resolving the queries with the client.
- Follow up with business controllers for clearing for old vendor liabilities and obtaining approvals from appropriate authorities.
- Ensure all mails and all other queries are answered within the time stipulated under SLA or as agreed within the department.
- Interact with the team members for unresolved invoices and resolve the same.
- Clearing ageing documents pending with the team members.
- Analyzing and ratifying incorrect posting by team members and system.
- Communicating with the vendor to resolve the issues and ensure on time payment.
- Involved in vendor code creation and changes in vendor details.
- Posting 100 plus invoices per day as PO and non PO based invoices in SAP.

Citadel BPO Services Private Limited 2 years 8 months

- Working as Process executive under the team relating to Accounts Payable.
- Invoice processing, matching the invoices with PO and receipt of the goods.
- Reviewing the invoices and posting the journals for the same.
- Posting vendor credit card statements.
- Handling the Inter-company payable process & co-ordination with the team.
- Managing Utility process reconciliation & posting the journals.
- Managing 1099 process (Weekly Flagged).

Client Projects

- Working under German projects, handling German language invoices.
- Training conducted by Bosch related to P2P and I2P process.
- Worked under U.S projects.

Technical Skills

- Working knowledge of account packages SAP and Tally ERP 9.
- Well versed in use of MS Office (MS word, MS excel and MS Power point).
- Citrix, Peach Tree, Peach Sprout.

Academics

- Master of Commerce from Karnataka University Dharwad.
- Bachelor of Commerce from M.G.C. and G.H.D College Siddapur.
- PUC from M.G.C and G.H.D college Siddapur.

PERSONAL DETAILS

NAME : Shreekavya Bhat

DATE OF BIRTH : 11/Jan/1992

Place: *Bangalore*

Yours Truly

Date:

(Shreekavya Bhat)