

PADMAVATHY

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Assignments in Invoice Processing, Vendor Management, Purchasing Card and Handling Queries with an organisation high repute in Bangalore

PROFILE SUMMARY

- **B.COM (Accounts)**
- Currently working with **Meredith India (Time Inc), Bangalore as Analyst.**
- Resourceful at **maintaining relationships with clients** to achieve quality product and service norms by resolving their process related critical issues.
- Efficient organiser, motivator, good communicator and team player with the ability to motivate teams to excel and achieve.
- Ability to meet tight deadlines under pressure by prioritizing work load, by planning and preparation with a commitment to quality.

ORGANISATIONAL EXPERIENCE

Meredith India (Time Analytic & Shared Services Pvt Ltd)

Hewlett Packard Enterprise, (HPE) Global e-Business Operations Pvt Ltd, Bangalore

CORE COMPETENCIES

Meredith India(23rd January 2017 – Till Date)

- Working for department known as Accounts Payables which mainly focuses on **Finance & Accounts.**
- Process new purchasing cards applications, perform card maintenance, and provide daily customer service to cardholder's inquires.
- Monitor and audit transactions on a monthly basis to ensure proper use of the p-card according to State policy.
- Responsible for reviewing and monitoring programs' spending trends and provides scheduled and ad hoc reports
- Provides customer service assistance to cardholders and other internal staff.
- Handling Priority Mails sent by the Clients.
- Processing Invoices in Oracle software (PeopleSoft).
- Processing Po and Non Po Invoices in PeopleSoft and consistently meeting quality guidelines and performing accurately the work received within the stipulated turnaround time for assigned requests.
- Performing Quality Checks for the Invoices Processed under PeopleSoft.
- Processing Invoices based on the Mails and replying back for the same before the TAT.
- Allocating Invoices to the Team based on the head counts.
- Resolving Queries sent by Clients & Requesters relating to Invoice Processing.
- Actively taken part in Team Building Activities & Fun activities of the Team.

KEY HIGHLIGHTS

- Awarded as Star Performer in recognition of outstanding achievement.
- Appreciation email from stakeholders.

CORE COMPETENCIES

Hewlett Packard Enterprise, (HPE) Global e-Business Operations Pvt Ltd, Bangalore **(September 2014 – January 11th 2017)**

- Working for department known as Accounts Payables which mainly focuses on **Finance & Accounts**.
- Performing validate the invoice for the payment.
- Account payable processing knowledge on FI and MM invoices.
- Acting as Subject matter Expert for resolving queries for complex scenarios relating to Invoice processing.
- Handles Escalation for the team and ensured end to end closure of Client's Request.
- Involved in training of the new joiners and also provided support during Ramp Up.
- Handled in preparing reports on daily basis and action mail sent by the Market and consistently meeting quality guidelines and performing accurately the work received within the established turnaround times for assigned requests.
- Handled automation process and also managed Validating Query movement which moved from posting team.
- Handling the daily team activities like preparing the team production report, Allocation of work, Handling escalation portal and sending across mail to the higher management.
- Performing Quality check (QC) for the work received and processed by the Co-team members.
- Actively taken part in team building activities and fun activities of the team and department.
- VMD (Vendor Management Data): Vendor level submission and Handling GMB queries relating to submission level End to end.
- Validating the Request for Vendor Creation
- Creating Vendor, Commission Vendor and Staff Vendor in SAP
- Marking Vendors for deletion
- Removing the deletion flag against the Vendors who is marked for deletion
- Removing Block (i.e. Payment Block & Vendor Block)
- New vendor code creation and extension to the other company codes.
- Changing the payment terms and payment methods as per the market request.

KEY HIGHLIGHTS

- Outstanding Performer for the Month of March, August and September 2015.
- Star performer for the month of April 2015 and May 2016.
- Spot award for the month of May 2015 and July 2016.

ACADEMIC DETAILS

EDUCATION	UNIVERSITY	COLLEGE/SCHOOL	AGGREGATE
BACHELOR OF COMMERCE	Bangalore University	Seshadripuram First Grade College	65%
PRE-UNIVERSITY COLLEGE	Karnataka P.U. Board	S.A.E.C PU College	62.8%
HIGH SCHOOL EDUCATION	CBSE	Kendriya Vidyalaya No 1	50%

IT SKILLS

- Basic knowledge of computers , MS PowerPoint ,MS Word and MS Excel
- Operating System: Windows XP, Windows 7.

CORE COMPETENCIES

- Team building and Leadership skills
- Flexible towards business requirements and situations.
- People management skills
- Capable of setting priorities and managing multiple tasks assigned.

PERSONAL DETAILS

Date of Birth: 06/03/1993

Languages: English, Hindi, Telugu and Kannada

Address: #1045/1, 8th cross, Rama temple, Abbigere main road, K.G Halli, Bangalore-560015

DECLARATION

I PADMAVATHY do hereby confirm that the information given above is true to the best of my knowledge.

Date:

Place: Bangalore

Sign: