

## **PUSHPALATHA J**

# 2671/1, 11<sup>th</sup> Main Road, 'D' Block 2<sup>nd</sup> Stage,  
Rajajinagar, Bangalore - 560010

Email id: [pushpa.priya1612@gmail.com](mailto:pushpa.priya1612@gmail.com)

Contac No: 8722678232/9148318552

### **Career Objective:**

To seek a challenging career opportunity at a progressive organization and seeking responsible position in the organization for further growth of me along with the company.

### **Experience Profile:**

Currently working in Accenture for P2P process as a GRIR Analyst and Payment Coordinator from April 2017, till date.

### **Job Responsibility:**

#### **Working as analyst in Payment Team – PNC & SCF**

- We Will be receiving Refund checks from vendor or buyer in PNC back.
- Reviewing refund checks and getting them posted accordingly.
- Generating report from Wells Fargo Bank and identifying the vendor payment terms and payment list and performing reconciliation on daily basis.

#### **Working on GRIR team as GRIR Analyst**

- PO review and analysis.
- Contacting vendors, plant buyers and internal team.
- Generating GRIR report.
- Daily activities, FB60 Audit Report, Alternate Payee Audit Reports, Suspected Duplicate Review and FBRA approval e-mails SOX uploads.
- Weekly MR11 Write Offs.
- Freight & GRIR Service Report.
- Releasing invoices from block status by getting approval from plant buyer.
- MR11 report.
- Monthly AP Accruals on blocked invoices - Auto & Manual Accrual Reports and Journal Entries.
- Monthly Reconciliations on AP GL accounts and of SOX documents.
- Balance Sheet Review (Quarterly) on AP GL Accounts and presenting it to onshore Team.
- Quarterly Controller's Report
- Quarterly FOB Shipping Report and Accrual
- Assigning workflow, e-mails and POs to the team
- QC for obsoleted invoices.
- Scheduling the team meetings on weekly basis and sending MOM to the team and management.
- Knowledge Transfer to new joiners about the process.
- Updating Huddle boards, soft copies and BE documents and explaining process to the reviewers.

### **Projects and ideas implemented:**

- Obsolete invoices review to reduce cost savings on scanning of duplicate invoices.
- Identified MR11 report.

### **Rewards and Recognition:**

- 2 Star of the month Awards
- 3 Performance Excellence Awards
- Numerous Spot Award

### **Education details:**

Bachelor of Commerce (B.com) Seshadripuram First Grade College, 2016

### **Technical skills:**

MS-office, SAP

### **Languages known:**

English, Kannada, Tamil, Telugu

### **Personal profile:**

DOB	:	16.12.1995
Gender	:	Female
Marital status	:	Single

### **Declaration:**

I hereby declare that the above furnished details are true with proven records.

**Place** : Bengaluru

**Date** :

PUSHPALATHA J