

Indhumathi Ravi

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CAREER OBJECTIVE

To pursue a career in the field where I can learn and develop intellectual and professional qualities and utilize my skills towards achieving goal as a person and towards excellence of the company.

Summary Overview

Overall have 6+ Years of experience in Account Payable and receivable.

- Efficient communication and presentation skills
- Good analytical skills with strong team handling Qualities
- Good written and verbal communication skills.
- Proactive and willing to take initiatives.
- Ability to work independently to resolve any problems that might occur.
- Ability to interact and convey ideas.
- Have strong leadership and managerial skills.
- Well-organized and adept in efficient time management.
- Ability in working with team as well as individual.

PROFESSIONAL EXPERIENCE: 6.11 YEARS**Continuserve Softech India Pvt Ltd, Bangalore**

Employment Date: July 16 2012 – Till date

Designation: Lead

Department: Accounts Payable and Receivables

Roles and Responsibilities:

- Verifying the invoices and supporting documents, setting up same for the payments
- Responsible for invoice processing of rails and IMDL vendor.
- Responsible for processing invoices and making payment to vendor on time.
- Processing of all special vendors and making payment through quick process.
- Providing payments status details to vendor.
- Answered multiple inquiries of vendors to assist with invoice and payment issues.
- Involved in preparing of Aging reports of vendors.
- Resolve invoice discrepancies of vendor
- Resolving of incident issues and processing for payment.
- Contacting buyers and vendors to get resolving the invoices discrepancy.
- Responsible for issuing of Comcheck amount/ advance amount to vendor on time.
- Handled deferred payable loads of vendor and preparation of report on same.
- Involved in quality control of statements and QC (quick check) for others work with the team.

- Responsible for consolidation of all the pending payments issues and resolving the same on time.
- Conducting training on current process to new hires and to team, involved off on job and off job training.
- Mentoring the new employees in the process.
- **Team Handled** -Team of 25 to 30 members, Analyzing workload for the day and allocating same to team members and ensure team completes the work EOD.
- Ensuring that all the team members reaching towards target on daily basis.
- Responding to process doubts of team through portal.
- Conducting weekly meeting on a regular basis regarding process discussion, quality, production and extra initiatives.
- Responsible to prepare work status report and communicate the same to the concerned client.
- Reporting the Weekly and monthly productivity report to the Management through SharePoint.
- Preparing monthly reports (target, error, and workload) and assisting in month end closing.
- Discussing strategies and customer issues logged with the clients in the weekly conference call and issue action items around team.
- Responsible to convey new updates in the process to team.
- Preparation of attendance sheet and leave approval for team.
- Conducting one on one meeting with team and providing report on the same.
- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable.
- Responsible for creation of documentation/SOP about process
- Responsible for escalation mail from clients regarding team errors.

ACCOMPLISHMENTS:

- Facilitated in internal/External audit by providing thorough documentation/SOP about the process.
- Avoided over payments to vendors by closely verifying of invoices and packing slip/POD.
- Handled the project of special vendors and customers.
- Handled the project of UPS peak vendor.

SOFTWARE SKILLS:

Basic Knowledge of Microsoft Word, Excel, PowerPoint.

ACHIEVEMENTS:

- Received the title of “**Best Team worker**”.
- Member of the Cultural committee.
- Received few monthly and quarterly award as a best processor.

EDUCATIONAL QUALIFICATION:

EDUCATION	YEAR OF PASSING	Board/University	% Scored/Grade
MBA (Finance and HR)	October, 2015	Sikkim Manipal University	B
B.COM	May,2012	Bangalore University	60.24
PUC	March, 2009	Karnataka Board	58.50
SSLC	March, 2007	Karnataka Board	50.24

DECLARATION:

I hereby declare that the above furnished information are true to the best of my knowledge and I take complete responsibility if any false information is provided by me.

Dated:

Place: Bangalore

(Indhumathi Ravi)