

CURRICULUM VITAE

K. DIVYA SHANTHI
H.No;-1-23-242
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CAREER OBJECTIVE:

Seeking a challenging career in growth oriented organization where my experience, administrative and organizational abilities would be of greater value.

Academics:

- M.B.A (Finance) Osmania University ST Francis College
- B.Com (Computers) from Vandana Degree College
- Intermediate (C.E.C) from Gowtham Junior College
- S.S.C Maha Bhodhi Vidyalaya

Achievements:

- Many Awards from Client and Internal.

Work Experience:

GENPACT, Hyderabad:

Role : Process Associate

Description : Accounts Payable

Tenure : Nov 2013 to till Oct 2021

Current Role in process

- Helping the peers and clarifying the queries and issues.
- Allocation of work, checking on the TAT.

- New hires training.
- Handling Escalation calls and emails. Resolving issues.
- Publishing various reports on Daily basis to Management and Team.
- Timely updating of SOP's and sign off from client.
- Maintaining updates trackers for the team. Conducting refresher training.
- Auditing, Awaited Invoices, High value invoices, Creating RCA.
- First point of contact for any issue or concern.

Vendor Maintenance

- Responsible for creating new vendors updating vendors records and contact vendors requesting to submit W9 form to update in the system.
- Handling vendor mailbox queries such as payment delay, duplicate payment..
- Performing the monthly inactivate process to check if no business doing with Walgreens, inactive such vendor in the system.

Invoice Processing

- Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for Payment.
- Processing all types of invoices like general invoices and Travel and Expense reports
- Handling Help Desk emails in GMB.
- Performing Quality Check on all types of invoices.
- Monitoring invoices queue to achieve 100% TAT.
- Ensuring all invoices are released before the payment run.
- Creating MDG for setup vendor in the system.
- Processing Travel and Expense reimbursements for employees.

Other Activities

- Following up with the different internal teams to get the issues resolved.
- On Daily basis we used to run report for invoices which are failed in EDI.
- Handling helpdesk calls and E-mails to resolve the queries.
- Maintaining SLA reports on weekly basis.
- Performing second level audit for the High dollar invoices.
- Resolving queries of employees in regards to the short payments or over payment made.
- Working on Email Response Awaited Invoices.
- Maintaining Accrual Report on monthly basis

Technical Skills:

- ERP Applications: **SAP & Lawson & Microsoft Dynamics**
- MS Office.

Strengths:

- Clarity of thought and conceptions skills.
- High on energy and excellent ability to energetic team & peers.
- Resourceful and have great clarity of thought in approach.
- Ability to Prioritize and execute.

Personal Profile:

Father's Name : M. Vishnu Mohan

Languages Known : Hindi, English & Telugu.

Marital Status : Married

Nationality : Indian

Date: **(K. DIVYA SHANTHI)**