**SHASHIVARDHAN REDDY KOLKURI**

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**Objectives**

It would be great to find myself an opportunity wherein I will receive the support and cooperation of my peers and team members and where my skills are fully utilized, allowing me to rise to the expectations of my superiors and the organization.

**Professional Experience & Achievements**

Joined designation : Accounting specialist

Duration : Feb 2016 to March 2019

Previous Company : EI DuPont Service Ltd Hyderabad

Current company : Genpact (As process developer)

Duration : March 2019 to Till date

Achievements : Received Best debutant award , star of the month and PAT on the back awards.

**Dupont Responsibilities**

Playing a role of Accounting specialist in Accounts payable team

The Job profile is as follows:

* Processing of Invoices both urgent and normal in SAP
* Resolving Vendor queries.
* Performing day to day report like Aged invoices report (invoice on hold)
* Consistently training the new joiners and also solving their day to day queries on the process.
* Consistently maintained the quality and volume targets to meet the SLA
* Researches vendor statements and follows-up on past due invoices
* Prepare root cause analysis, corrective action and preventive measure for the process errors
* Participate in AP projects under direction of supervisor (Continuous Improvement Projects)
* Supporting management in providing the required data to the PWC auditors.
* Handling control activities like a) Web cycle audit ,

b) Input check audit ,

c) Open web cycle credit note audit ,

d) Potential and posted duplicates audit ,

e) Inter-company audit

f) Block report audit

g) First pass yield audit.

h) SEDD audit .

* Reporting all control activities status to Manager on daily basis.
* Posting rush documents before cut off time of the day.
* Effectively handling AP vs AR posting like customer refund and material refund.
* Processing intercompany documents in CITRIX .
* Supporting team members in posting time consuming invoices .
* Overall handled the 9 legal entities in LATAM region.

**GENPACT RESPONSIBILITIES**

1) Supported SEMA region in GR/IR Reconciliation.

2) Processed intercompany postings

3) Handled debit balance reconciliation for Belgium and Luxembourg entities

4) Handled stabilization process effectively and successfully stabilized the new process.

5) Supported Invoice processing team , and helping them during month end closing.

6) Handled duplicate and block report audit

**SPANISH LANGUAGE SPECIALIST RESPONSIBILITIES:**

1. Read and reply to the counterparts within SLA's.
2. Assisting Spanish vendors with their issues keeping close communication with our co-workers in order to ensure prompt exception handling.

3) Proactively reach out to the vendors.

4) Since last two years I was supporting Spanish speaking countries like Mexico, Columbia,Chile,Peru, Venezuela, Argentina,Spain and Marvi in Accounts payable and reconciliation activities.

5) Since last six months handling calls with counterparts(speaking mostly in Spanish) and getting trained by them on new updates.

6) Currently pursuing B2 level in Spanish

**Educational Qualification**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Name Of The Institute** | **Discipline** | **Board/University** | **Year Of  Passing** |
| Master’s | Keshav Memorial Institute of Commerce and Sciences | MCOM(Finance) | Osmania University | March 2017 |
| Degree | Gokul degree college | BCOM | Osmania University | April 2015 |
| Intermediate | Sri Chaitanya Icon academy | MPC | Board of Intermediate Education A.P. | May 2012 |

**Software Proficiency**

* SAP & CITRIX
* Typing speed 36 WPM

**Skill Sets**

* Positive Attitude and Good Team member
* Appetite and ability to learn new things and implement
* Self Confidence, Goal Oriented and Dedication
* Adaptable to any work environment

**Personal Profile**

Father’s Name : Siddiram Reddy K

Date of Birth : 28- NOV- 1993

Nationality : Indian

Marital status : Single

Language Proficiency : English, Hindi, & Telugu

Permanent Address : H. No: 4-41-227,257C, Jagathgirigutta, Kukatpally, Hyderabad -500037

**Declaration**

I hereby declare that the details provided above are true to the best of my knowledge.

Date:

Time: **Shashivardhan Reddy**