***Vaddi.Vijaya kumar Senior accounts Payable***

**EXPERIENCE**

**Blueleaf energy asia.pvt.ltd May 2022 to 2024 Dec**

**Datamatics Global Services. pvt.ltd From Mar 2019 to 2022 April**

**( OPERATIONS- AP/AR,GL**

**posting’s)**



|  |
| --- |
| ***Operations***   * *Accounts payableSpecialist* * *Accounts receivable* * *P2P Transformation* * *Trainingand Development* * *GL Accounting* * *Book keeping* * *Journal entries postings*    *Month end activities* |
|  |
| ***KEY SKILLS***   * *Accounts payableprocess.* * *Procure to pay process* * *InvoiceProcessing* * *Paymentprocessing* |
| * *SAP. ERP,* * *Oracle E-business suite R12* * *Quick books* * *Tally prime* * *MS Excel* |

***TOOLS***

Result Oriented Accounts professional with over **5.9** years of experience in Business Operations, Invoice processing, invoice exceptions,Vendor management and Payments.

**Objective*:*** Seeking to leverage my personal and professional expertise to grow in the new role of at your company

**Current Rolesand Responsibilities**

* Handling accounts payable (Invoice processing, Vendor Management, handling, Payment Process)
* Handling the team,work allocation and,prepare production report
* Managing Accounts Payable for multiple Geographies. UK, US, EMEA and EU regions.
* Accountable for Meeting Monthly SLA’s.
* Answerable to client escalations and providing root cause analysis for the process failures.
* Managing Client visits and lead successful transition for new scope.
* KPI and Operational Monthly performance review call with-clients.
* Prepare multiple management reports. Escalation matrix, Team productivity and performance report.
* Working with clients to eliminate non value added steps in the process to improve process efficiency
* Working as capability development faculty to train new resources on procurement domains

**Key Accomplishments**

* **Invoice processing Posting: -** Worked as an operational expert in invoice processing to improve overall invoice processing TAT and to improve efficiency.
* **Vendor invoice:** Vendor invoice postings, Checking vendor line items, Bank Details,
* Process the three way matching , PO , GR, INVOICE
* Verification/indexing invoices based on the language, country and process.
* PO Invoice, Non-PO Invoice, Debit memo, Credit memo etc.
* **Handling GST:** Process the Input tax,Out put tax and GST returns filling
* **Payments:**Process the vendor payments,within the time line
* **Procureto pay:** Purchaserequisition, Create purchase order, invoice creation
* Invoice upload,and create material,maintain-master data,
* Create business partner,vendor master, and return to vendor,stock transfer order
* Create the purchase info record ,and source list, blanket PO
* **Maintain the financial records**: Month end we have to pull out Payment files, and upload in share points
* Maintain payment files entity wise and Assisting to clients’ about payments files and as well payment status
* **TDS** - Have a strong knowledge on tax deduction at source as for the income tax act 1961
* Process the withholding tax on Vendors,Post entries and payments to Government

**GL Process**

* + General ledger Ledger Reconciliations,Accrual Preparations
  + Performing month end activities includes Preparing, And posting Journals , Accrual, Prepayment, Payroll, re class and tax Journals etc
  + Bank Reconciliations
  + Inter company Accounting
  + Month End Accounts Prep (including P&L and BS pack preparation
  + Balance sheet Reconciliations
  + Worked on multiple-projectsas per change request for adding-new scopes.
  + Partof and managed KTsessions-for invoice Processing andVendormaster.

|  |  |
| --- | --- |
| **DATAMATICS GLOBAL SERVICES PVT.LTD**  **Accounts Payable Specialist**  **(P2P Analyst)** | **INVOICEHANDLING ANDRECONCILIATIONS**   * Create contract agreement and,process the contract renewal * Matching of invoices by following the 3-way match against the Purchase Order (PO). * Processing PO and Non-PO based invoices using the appropriate GL and CC/PC entities. * Following up with the Requester s in case of discrepancies and resolving the same effectively * Processing of FINV (Foreign Invoices) with all the required information. * Handling queries related to VMD process, Invoice process and Payment process * Involved in urgent payment processing for all the critical invoices * Processing One Time Vendor, Multiple Vendors, Special handing via SharePoint. * Performing on payment rejections * We should submit daily and monthly reports for the management as per EOD. * Performing on Debit balance   **PROCURE TO PAY**   * Achieved 20% reduction in sourcing costs by executing strategic supplier negotiations * Deployed advanced sourcing methodologies that improved supplier performance * Create purchase requisition request for quotation,maintain quotation vendor selection, and get approvals from head of the finance ,raise purchase order, * Process the goods receipt MIGO,Invoice receipt MIRO * Create the material,and maintain centrally the materiel master record,and master-data extended * RTV: Return to vendor ,if any goods get damage ,low quality poor then raise the credit memo * Create contract and subcontracting, and maintain the purchase info record * STO : process the stock transfer order in inter company   **PAYMENTS PROCESS**   * Specialized experience in payment process. * Payment Proposal creation/amendmentsandexecution * Validation of Payment Proposal Includes Spot Check * Payment Reversals * Handling Payment Exceptions |

**EDUCATION**

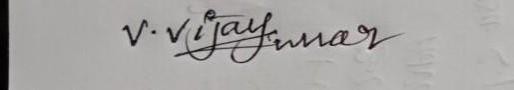
|  |  |  |
| --- | --- | --- |
| **MBA Finance** | Samskruthi School Of Business (JNTUA) | 2019 |
| **B.COM Advanced Accounting** | SPVM Dgree College (SKU) | 2016 |

**PERSONAL DETAILS**

Date of Birth 06.09.1993

Gender Male

Contact number 7981958535

E-mail [vijay.mbafinance83@gmail.com](mailto:vijiharinimrp@gmail.com)

Signature