

SAIRAM NALLANAGULLA

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Accounts Receivable (AR) Specialist

Process A/R for multiple divisions | Increase cash collection | Decrease aging A/R

- **Highly analytical accounts receivable (A/R) professional** with a thorough knowledge of accounting, billing and collections systems, processes and best practices.
- **Proactive accounts manager** combining financial management skills with the ability to make sound decisions regarding the proper handling of customer accounts.
- **Experience optimizing the A/R function** by improving procedures and controls. Proven ability to determine root cause of issues and recommend viable improvements.

Skills

- Accounts Receivable
- Billing & Collections
- Invoice Statements
- Financial Records & Reporting
- Deposit Verification
- Spreadsheets & Journal Entries
- Transaction Processing
- GL Reconciliation
- Customer Communications

Tech Skills: Advanced user of Excel, SAP, Microsoft Dynamics and QuickBooks

Professional Experience

RELIANCE RETAIL LIMITED. | *Accounts Receivables Associate – Dec 2012 to May 2015*
INFINIMINDS PVT LTD. | *Accounts Receivables Specialist (Wirpo & Dell) – May 2015 to Apr 2020*
INFINIMINDS PVT Ltd. (Consultancy) | *Accounts Receivables Specialist (GE & Honeywell) – May 2020 to Nov 2021*
CLEAN HARBORS INDIA LLP. | *Sr. Accounts Receivables Specialist – Nov 2021 to Dec 2021*
GENPACT INDIA PRIVATE LIMITED | *Sr. Accounts Receivables Specialist – Jan 2022 to Jun 2022*

Accounts Receivable Specialist, 2012 to Present

Maintain A/R records; prepare statements, bills and invoices; process payments; respond to customer inquiries regarding account status; and reconcile expenses to general ledger. Assisted controller in creating and implementing new financial systems, procedures and policies to strengthen controls and streamline A/R processes.

- **DSO Improvement:** Slashed average days sales outstanding (DSO) from 96 to <30, significantly improving cash flow.
- **Aged Receivables Improvement:** Reduced aged receivables. Revamped A/R procedures and filing systems, created spreadsheets to enhance tracking of receivables, followed up on open accounts and negotiated with clients during collection calls.
- **Financial Controls:** Saved thousands of dollars by creating a system to identify duplicate credits and revamping the merchandise-return authorization process.
- **Monthly Close:** Delivered accurate and on-time monthly financial closing for A/R functions.
- **Efficiency Gains:** Created new procedures for GL and A/R functions that nearly tripled efficiency and enabled accounting workload expansion from 5 to 9 entities.
- **Customer Relations:** Nurtured healthy customer relationships to ensure timely payments

Education

OSMANIA UNIVERSITY | **Bachelor of Commerce** (Pursuing) (Financial, Corporate, Management Accounting)
BHAVANS VIVEKANANDA COLLEGE | **Intermediate** (Civics, Economics and Commerce)
MERCY MODEL SCHOOL | **SSC**