**RESUME**

**Srikanth. Dande**

Contact No.: 9705868780 **E-Mail:** [sreekanthdande780@gmail.com](mailto:sreekanthdande780@gmail.com)

**CAREER OBJECTIVE:**

Looking for a career in a professional and dynamic organization, which provides responsibilities, offers and opportunities to make the best use of my knowledge and academic skills.

**PROFESSIONAL EXPERIENCE:**

1. **Organization: -FMS solutions India Pvt Ltd.**

**Designation: Senior Process Associate**

**Duration:** - August 2019 to till date

**Job Profile: -**

**P2P (AP)**

* Posting Invoices, Exceptions on daily Basis (PO & Non-PO).
* Clearing Ageing invoices which are greater than 15 days.
* Quality checks on daily basis. Clearing vendor accounts
* Posting invoices Outside workflow both PO & Non-PO as per Front office request.
* Preparation of DAT (Duplicate Audit tool) for open items and cleared items to find out the Duplicates.
* C & K Sales Verification
* Admin batches posted directly from vendor account
* Annotated Statement Verifications
* Preparation of AWG statement Weekly
* Preparation of Empower report.
* Maintaining Audit tracker on Daily basis.
* Maintaining Productivity tracker on Daily basis.
* Resolving the queries which are raised by FO through email.
* AP pending verification Status Report end of the day

Reporting’s:

* B Block, ZP Analysis.
* Preparing Empower Monthly Report
* Intercompany Payment Proposals Reports
* Monthly: GR IR, Vendor Open items, Debit Balance and PTP SLA reports.
* **Payments:**

Emergency and schedule payments on daily basis

Manual Payments

1. **Organization: -Genpact India Ltd.**

**Designation: Process associate**

**Duration:** - March 2015 to July-2019

**Job Profile**

* Processing
* a) Purchase Order & Non-Purchase Order based invoices in SAP IM.

b) Credit Memo.

* Clearing Ageing invoices which are greater than 60 days.
* Posting of Self billing, DVI and CTR Invoices outside the workflow as per Front office request.
* Preparation of DAT (Duplicate Audit tool) for open items and cleared items to find out the Duplicates.
* Preparation of Duplicate report in SAP IM.
* Maintaining Audit tracker on Daily basis.
* Maintaining Productivity tracker on Daily basis.
* Resolving the queries which are raised by email. .
* **Payments:**

Emergency and schedule payments on daily basis

Manual Payments

Suspense account clearing

**ACHIEVEMENTS**

* I received best employee Award in 2020.
* Genpact Silver Award in 2016 and Bronze Award in 2015
* I participated in NSS (Degree college)

**STRENGTHS**

* Believes in team working, Time management, Honest.
* Patience
* Positive Attitude
* Flexibility.

**EDUCATIONAL QUALIFICATION**

* MBA (Finance & Marketing) passed in 2015 with 64 %
* B. Com passed in 2012 with 61 %
* Intermediate passed in 2009 with 67 %
* SSC passed in 2005 with 63

**COMPUTER PROFICIENCY:**

Knowledge of working in MS Word, MS Excel, MS Power Point & well versed with Internet & email.

**HOBBIES**

Listening to Music

Playing cricket.

**PERSONAL DETAILS:**

**Name**  **:** D. Srikanth

**Father’s Name :** D.Narsimulu

**Date of Birth :** 1st April, 1989

**Gender :** Male

**Marital Status :** Married

**Religion :** Hindu

**Nationality :** Indian

**Residence Address :** H.no.11-3-664/180/A Sanjeevapuram Parshigutta

Hyderabad, Telangana pin- 500061

**Language Known :** English, Hindi & Telugu

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:** Hyderabad

(**D. Srikanth)**