# VENKATA SAMBASIVA RAO GADI

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**CAREER PROFILE:**

* A self motivated, honest and workaholic professional having rich experience of over 6 years in BPO F&A Services, 3 years of experience in manufacturing industry as accounts executive and 2 years in teaching.
* Good knowledge of accounts payable, accounts receivable and maintaining general ledgers.
* Good working knowledge of MS Word, Excel and ability to use databases for recording and reporting.
* Proficient in ensuring adequate controls are in place to avoid defective posting/payment.
* Experience in handling operational SLA & KPI’s are met month on month
* Proficient in maintaining good customer relationships

**EDUCATIONAL QUALIFICATION:**

* Master of Business Administration (Finance) from Andhra University.
* B. COM from Osmania University, Hyderabad.

**SAP END USER EXPERIENCE:**

As an End user worked in SAP Accounts Payable, Account Receivable, General Ledger accounting in Accenture Financial services.

**SAP TRAINING**

* Trained on SAP ECC6.0 course in SAPTech Institute, Bangalore in General Ledger, Accounts Payable, Accounts Receivable and Asset Modules.
* Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys
* Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges
* Defining Interest Calculation Types, Defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
* Settings for foreign currency valuation  (fluctuations in exchange rates)
* Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation
* Configuring Automatic Payment Program and Dunning  for Vendors/Customers
* Configuring Input/Output Tax and Withholding Tax
* Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys
* Creation of Asset Classes, Asset Number Ranges, Account Determination, and related settings
* Managing acquisition of new asset with Asset Under Construction (AUC) and settlement of the same to final asset
* Transferring APC Values
* Maintaining Group and Low Valued Assets

**WORK EXPERIENCE:**

Working as Senior Accounts Officer at Accenture Financial Services Pvt Ltd - Bangalore, Since Dec’2006 to till date

**CURRENT PROFILE:**

* Client : National Australia Bank
* Process : Accounts Payables
* Sub Process : Invoice Processing , Vendor Maintenance,

Analysis and Investigation & Quality Control, Journal Uploads.

* Period : Dec 2011 to Till date.
* Applications : MS-Excel, SAP.

**AP-Invoice Processing - Responsibilities:**

* Achieve agreed upon customer service levels and performance metrics associated with Invoice Processing.
* Ensure proper Accounting and Controls are performed for processing activity by following all established policies and procedures.
* Handling end to end process of Accounts Payable process from the time of invoice receipt to payment and payment queries.
* Transition, execution, Streamline and Standardize/Improve of AP process
* Involved in Recruitment, Training, Appraisal & Promotion
* Preparation and presentation of AP Metrics to the management team
* Maintain good customer relationship with clients and external parties through emails and conference calls
* Ensure all Process Documentation, SOX narratives and AP forms are updated

**AP - Journal Processing:**

* Handled the Journal process independently and prepare journal as per the client request and upload the same.
* Check the quality and accuracy in journal upload.
* To assist Team members in complex journal preparation.
* Handed client escalations related to journals.
* Prepare and maintain weekly reports related to production.

**AP- Vendor Maintenance**

* Maintain the client vendor database.
* Create and update the vendors as per the request.
* Block and unblocking of the vendors.
* Action Queries related to Vendor status.
* To supervise the Quality in relation to vendor maintenance.

**Process 2**:

* Client : Berger King
* Process : Accounts Receivables
* Period : Mar 2009 to Nov 2011.
* Applications : MS-Excel, SAP.

**Accounts Receivable- Roles & Responsibilities:**

* Monitor and administer over 50 customer accounts
* Prepare customer statements, bills and invoices
* Research and analyze accounts
* Generate weekly ageing reports
* Determine payment schedules with customers
* Contact delinquent customers to secure payment
* Initiate collection efforts to successfully boost collections from 100 to 100
* Prepare accurate monthly billing adjustments
* Investigate and resolve billing and account discrepancies
* Manage and resolve customer inquiries
* Compile data and prepare monthly reports and statements
* Perform daily reconciliations
* Resolved accounts receivable issues with customers
* Obtained credit information on customers
* Monitored credit limits
* Assisted with month-end closing

**Achievement:**

* Amended the tax calculation table to reduce the effective time and got SPOT Award and Summit Awards during 2011-2012
* Service Excellence award for 2007-2008
* Received few monthly and quarterly awards as a best processor

**Domain Experience:**

Worked as Accounts & Finance Executive in M/S Venkataramana Hatcheries Pvt.Ltd since Jan 2003 to Dec’2006.

**Responsibilities:**

* Assisting in maintenance of books of accounts and record maintenance
* Verification of compliance with the applicable laws and regulations
* Checking the authenticity of purchase order placement and payments to vendors
* Monitoring the sales order processing and collections made from the customers
* Ensuring proper collection, disbursement and deposit of funds
* Participated in the preparation of budgets and analyses of variances there of
* Preparation of MIS reports for management review purpose
* Verification of the book keeping and record maintenance of the clients
* Checking of the compliance of relevant laws and regulations by the clients
* Verification and evaluation of companies accounting policies and procedures and their application in the preparation of Books of Accounts and Financial Statements
* Ledger scrutiny and Preparation of BRS
* Internal Audit of the book keeping and record maintenance
* Physical verification of stock and ensure that they are complying with the Stock records
* Tax Audits of Firms and Companies and Individual assessments

**TEACHING EXPERIENCE**

Worked as Lecturer in Stand Ford PG College, Bhongir for the Period since 2000 to 2002.

Role:

* Taught finance and Accounts related subjects to Post Graduate Students of around 50 plus.
* Arranged the industrial Trips to the student.
* Arranged the Guest lectures and Seminars.
* Assisted the students in Project works.

**Achievements:** Awarded as the Best Faculty for continues 3 yrs.

**TECHNICAL SKILLS**

* Internet Tools : Html, Dhtml.
* RDBMS : Oracle 7.x/8.0
* Others : SQL,PL/SQL.
* Packages : MS-Office, Accounting Packages(Tally)
* ERP : SAP - FI

**PERSONAL DETAILS**

Age : 38 years

Sex : Male

Languages Known : English, Hindi & Telugu

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Electronic City, Bangalore -100.

(G.V. Sambasiva Rao)