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**NAGARAJU NEELI**

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**SUMMARY**

**MBA** finance with 5 years experience in **Finance & Accounts** field**,** Skilled in most aspects of **Accounts Payable & Receivable processes**. Backed by solid credentials in accounting as well as IT Skills MS Office (Excel, Word, and PowerPoint), Tally, Oracle Fin 11i & R12, SAP (Fico). Dedicated, multi-task oriented, and team player to enterprising, hard-working and Technically skilled **Accounts Payable Analyst** known for accuracy, attention to detail and timeliness in managing Invoices ,Disbursement functions, Reporting and Analysis for the divers industry employer. **End to End Accounts Payable** career spans 5 years in financial services, outsourcing, and telecom & retail industries.

Seeking a creative and challenging position in **Finance & Accounts** fzcield where I could constantly learn, create and successfully implement solutions to effectively contribute towards the goals of the organization.

**KEY SKILS**

**\*** End to End Accounts Payable. **\*** Accounts Receivable.

**\*** Basic Accounting principles. **\*** Vendor & AP to GL Reconciliation.

**\*** MIS report preparation to Management.  **\*** Negotiable, Payments reports.

**\*** Invoicing, Payments Transactions & Analysis. **\*** Inventory & Spend Variance Analysis.

**\*** Payment schedules preparation. **\*** Debit balance Aging clearance.

**\***Quality audit, Collections, Forecasting. **\*** Ms Office, Tally, Oracle Fin 11i & R12.

**PROFESSIONAL EXPERIENCE**

**Company: ACCENTURE SERVICES PVT LTD (CHENNAI – INDIA)** (July 2010 to April 2014)

**Department: Accounts Payable process P2P.**

**Designation: Senior Process Analyst.**

Handled daily A/P processes, managed vendor/supplier relations and oversaw the timely accurate processing of invoices, Vendor & AP to GL Reconciliation, Payment transactions, payment Reports, Month close reports run, MIS reports & Analysis. Maintained adherence to corporate, Accounting, & GAAP standards & SOX control. Coordinate to team members for any issues or high volume of work load from employer and vendors regarding accounts payable.

**Duties and Responsibilities:**

* Ensure accurate and timely manner processing of Invoices various regions.
* Ensure All Vendor & Employee Payments are made on time within the due dates and ensuring no late payment charges are levied.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly.
* Vendor Reconciliation and follow up with vendors.
* Worked on debt balance clearance to reduce of ageing invoices.
* Worked on hold invoices issue resolution with the requester.
* Prepare cash forecasting and Negotiable Report & other currency report.
* Send Daily MIS to higher management and Preparation of Visual Representation of a Process.
* Responsible for payment Schedules, Reports & Analysis. Quality Audit Check of Invoices.
* Ensure month, quarter and yearly closing as per timelines. Run the closing reports.
* Interact with Statutory and Internal auditors and resolve queries. Ensure SOX compliance.
* Respond to vendor and client queries through mails and calls.
* Preparation of Daily Metrics of process for Operational Excellence.
* Supporting to the team to achieve the high standards and targets.
* Handling the team in absence of Team lead with less noise level.
* Handled Vendor, Employee & GL payments online payments IMPS (International Mass Payment System) & Offline payments.
* Cash pooler mass payment run (cash pooler tool) Oracle NFPS to Cash pooler.
* Netting payments after obtaining approval from client.
* Payment analysis & reporting, Spend file updating, Spend variance Analysis.
* Respond to Treasury team mail queries handling Client calls.
* Worked on Rejections and voiding the payments once rejections received from Bank.
* Ensure to avoid duplication of payments and controlling rejections through updating correct bank details into database.
* Direct debit supplier invoices allocation based on bank statement from the bank.
* Allocation of CIT payments & Zero payments once obtain approval.
* Adhere to SOX control.
* Attending conference with various clients and Manager’s from time to time as and when required and resolves issues.

**AWARDS & ACHIVESMENTS:**

* Champion Trophy Award P2P 2013.
* Monthly Numero Uno awards 2 times for 100% accurate Payments submission on time & individually handling Payments for all the regions.
* Cultural Spot awards 4 times for initiating the payments on time without errors.
* Best ideas certificates 8, Client saving idea award for saving 5000 EUR per year in reducing the offline payment.
* Cash pooler project successful implementation for Mass payments (Oracle NFPS to Cash pooler).
* Successful achievement of Lean project work to simplify and standardization of process.

**Company: NARENDRA IRON & HARDWARE AREAS OF EXPERIENCE: (Jun 2009 to July 2010)**

**Department: Accounts Payables, Receivables & Inventory.**

**Designation: As Junior Accountant**

Handled daily cycle of processes Invoices processing for payment, purchase orders, sales invoice, Payment vouchers, stock levels checking, follow up with customers, and Debit & Credit note. Supporting to senior accountant for BRS.

**Duties and Responsibilities:**

* Maintaining and check optimal stock levels to ensure timely availability of products.
* Prepare purchase orders to suppliers & verify the 3 Way matching.
* Processing the invoice after the all checking’s to make payments.
* Prepare cash payment or bank payment voucher if issued any cheques to the suppliers.
* Prepare sales invoice after receiving order from the customer.
* Supporting to Senior Accountant for Preparation of monthly Bank Reconciliation Statement.
* Prepare customer's statements, bills and invoices.
* Follow up with customers for collection of due amounts.
* Process the debit note and credit note.
* Summarized receivables on a weekly and monthly basic.
* Respond to client or customer inquiries as required.

**EDUCATIONAL QUALIFICATION**

* MBA (Finance and HR), University of Ousmania. (2007 to 2009)
* Bachelor degree (B com) from Kakatiya University. (2004 to 2007)
* Intermediate (C.E.C) from Board of Intermediate Education.(2002 to 2004)
* 10th from Board of Secondary Education.(2002)

**I.T SKILLS:**

* OFFICE APPLICATIONS: MS Office, TALLY
* Operating System : Windows XP,2003, 2007
* Oracle E-Business application
* Oracle Finance R-11i & R-12
* SAP (Fico)

**STRENGHTS:**

* Good communication, Presentation and organizational skills
* Result oriented and able to work independently, as well as in teams.
* Hard-worker with flexible approach..
* Preserving in face of challenges and motivation to succeed.
* Proactive, Analytical ability and Logical thinking

**PERSONAL PROFOLE**

Name : Nagaraju Neeli

Gender : Male

Marital status : Single

Date of birth : July 25, 1986

Nationality : Indian

Language known: English, Hindi, Telugu & Tamil.

Passport : Yes (Valid till 17-Dec-2019)

Visa Status : Visit visa (Valid till Nov 14th - 2014).

Notice period : Immediately.

## **DECLARATION:**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

**Place:**

**Date:** **(N NAGARAJU)**