**CURRICULUM VITAE**

**KAVITHA**

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**Career Objective:**

Looking forward for a challenging career in which I can improve and prove my potential by realizing in growth and by retain the hope of organization.

**Work Experience:-**

* Joined **Genpact** as **Process Associate** in 30th December 2010 and got promoted as **Process Developer** in November 2011 and continued to work till 04th April, 2016.
* Worked with **Cognizant** as **Subject Matter Expert** in 11th April,2016 and worked till 11th April,2017

**ERP Worked on:-**

* SAP
* Black line Reconciliation
* Oracle i(11)
* AS-400
* Sales Force
* Fourth Shift
* Great Plains

**Job Profile:-**

* Worked in Genpact,SinceDec-2010 with three different accounts/Process
* Got two transition opportunities for united state of America for Accounts Receivables and General ledger domain.
* Trained and Working for Corporate Finance General Accounting Team and Banking team (accounts receivable).
* Month end Reconciliation in Black line
* Bank open item reconciliation.
* Worked as Cash Applicator on the ERP’s:-SAP,Oracle,AS-400,Fourth Shift, Great Plains
* Billing/Invoicing-Manual and Automated on the ERP’s:-SAP, Fourth Shift, Great Plains
* Customer Set up in the ERP’s:-Fourth shift, SAP

**Job Description:-**

* Downloading and Updating Bank Statements and Check images(Lockbox)
* Creating Manual Receipts for ACH, Wire payment and Incoming money transfer.
* Cash Application for Lock box, ACH and EFT receipts.
* Clearing Bank Open items.
* Contacting collections in clearing unapplied lines.
* Clearing netting off amounts in aging reports.
* Marinating accuracy in the controlling account
* Monthly Reconciliation for all the Bank Account in Black line.
* Prepaid Expense and Rent Reconciliation in Black line on Monthly Basis.
* Creating Goods Received and Invoice Received report and doing reconciliation in Black line.
* Creating Vendor entries during month end.
* Posting Manual entries in the SAP during month end
* Setting up recurring entries manually for prepaid
* FX revaluation run
* Expect payable and receivables reconciliation.
* SAP GL Master Data activities in SAP.
* Posting Re-class entries during month end.
* Creating Manual invoice for PDS, CMS, Bill Back and Pricing variance for the customer (USD and AUD) in different ERP.
* Creating Customer Set up as per the request.
* Manual and Automated billing in Fourth Shift and SAP
* Creating Manual sales report from Fourth Shift

**Achievements:-**

* Went on Transition to US for Two times for two different processes.
* Represented AR Team and Learnt Month end activities as early as possible.
* After OJT trained the Entire AR Team on different process related to AR –Billing, Month end activity and Cash application.
* Created 27 SOP’s (Standard Operating Process) during the OJT period, which help in learning the process quickly and more accurately.
* Received Bronze Award for exemplary performance and demonstration of Genpact values from Service Deliver Leader (SDL).
* Received Appreciation from the Customer for the “Best Reconciliation” of Invoices.
* Received Bronze Award by Senior Manager for well versed with process well.
* Received Key Contributor Award from Senior Vice President of the process for handling big property.
* Received Spot Award by Senior Manager for taking over Cash Application and Gold Passport & Hyatt fulfillment Process.
* Received Special recognition from Senior Manager for providing the best services to the Client and improving the Net Promoters score to 9.87.
* Received direct recognition and Gift from the client.
* Got Spot award for reducing the outstanding in cash with “zero errors” with in less span of time.
* Received “Best Buddy” Award.

**Educational Qualification:**

* **Master of Business Administration (MBA)** with FINANCE as major specializations from S.S.Instiute of Technology Affiliated to Jawaharlal Nehru Technological University, Hyderabad. (2008-2010) with 73%
* **Bachelor of Commerce** from Post Graduate College Secunderabad, constituent college of **Osmania University**.(2006-2008)with 62 %
* **12th**(Central Board of Secondary Education), **from KendriyaVidyalaya**,Air Force Academy, Dundigal (2004-2005) with 66%
* **10th**(Central Board of Secondary Education ), **from KendriyaVidyalaya**,Air Force Academy, Dundigal (2002-2003) with 56 %

**M.B.A Project:**

Project Title: A Project Report on “WORKING CAPITAL MANAGEMENT” At Raha Poly Products Limited.

Industry: ‘Mattresses {specialized in Spring Mattresses}”

**Computer Skills:**

* Ms-office 2007
* Tally 7.2
* Typing Speed 35WPM

**Hobbies:**

* Gardening
* Playing Carom

**Declaration:**

I hereby declare that all the information, I stated above is true to the best of my knowledge.