



BEERALINGESHA G R

Procure to Pay Operations Associate

- Phone: +91 7337739595
- Email: aryangiddajjar@gmail.com
- Address: #202, Durga Prasada Nilaya, Near Shani Mandir, Devarabisanahalli, Bangalore – 560103.
- LinkedIn: linkedin.com/in/beeralingesha-gr-40771528b

ABOUT ME

 **4 Years of experience in Accounts payable- Procure to Pay.**

I always believe in the principle that - “First deserve and then desire.”

An energetic, ambitious, and keen to learn, I work well in team environment. I punctual and keep my commitments, I am good at accounting I am career oriented and would like to learn new things and keeping myself motivated and Updated.

WORK EXPERIENCE

Period of Tenure: 9th July 2021 to 29th Oct 2023.
Organization: Accenture Solutions Private Limited.
Designation: Procure to Pay Operations Associate.

Responsibilities,

- * Sorting all the invoices for integration according to company code.
- * Processing supplier invoices for payment in the ERP system **WORKDAY** and **ORACLE** within SLA.
- * Validating PO based invoices, Non-PO invoices, and Credit notes [2-way & 3-way match].
- * Working on invoice which are rejected from workday during integration Between DFM and WORKDAY.
- * Working on blocked invoices due to No GRN or invoice value more than PO value.
- * Handling customer emails and processing urgent payment requests.
- * Identify Root Cause Analysis of escalation.
- * Interaction with customer and assistance to get payment.
- * Verify and approve electronically received travel and expense reports in accordance with agreed service standards and ensuring compliance to T&E policy.
- * Performing Reporting's on daily basis according to business requirements.
- * Preparing Minutes of the Meeting as per huddle updates about the process.
- * Providing training to new joiners and safely guiding them about the process during my production.





Period of Tenure: 6th May 2019 to 29th Jan 2021.
Organization: Siemens Technology and Services private Limited.
Designation: Process Associate.

Responsibilities,




- * Processing various types of SPANISH invoices for payment in the ERP system SAP within SLA.
- * PO based invoices and Non-PO based invoices (credit note, customs and freight invoices).
- * Performing 2-way and 3-way match for posting an invoice.
- * Withholding audit reporting and Processing purchase order clearing requests.

- * Submitting reversals and re-post the invoices upon requests from the front office.
- * Handling escalations from front office.
- * Assisting buyers and vendors in emergency posting of invoices and clearing payment requests.
- * Regularly updating the changes in process to the team.
- * Conducting and participating in the workshops of process and other fun activities.

EDUCATIONS

| | | |
|--|--------|------|
|  MASTER OF COMMERCE (M.COM) | 64.47% | 2015 |
|  BACHELOR OF COMMERCE (B.COM) | 57.24% | 2013 |
|  PRE-UNIVERSITY COURSE (COMMERCE) | 53.00% | 2010 |
|  SSLC | 53.60% | 2008 |

SKILLS

-  SAP, Workday, Oracle cloud fusion, DFM.
-  MS Excel, MS Word, MS Power point, Outlook.
-  Invoice Processing, Travel and Expenses, Excel Reporting, and Interaction with clients.


LANGUAGES

- * English ●●● Kannada ●●● Hindi

INTERESTS

- * Reading ●●● Browsing internet ●●● Listening to music

PERSONAL DETAILS

-  **Father Name:** Revanasidappa G S
-  **Birth Date:** 3rd July 1992
-  **Gender:** Male
-  **Marital Status:** Single
-  **Nationality:** Indian

Declaration

I, Beeralingesha G R, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Beeralingesha G R

Date:

Place: Bangalore.