

Reethika S Devadiga

Process Associate

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Career Objective

Well-organized, result-driven professional seeks a position as **Contract Management** and **Accounts Payable Invoice Analyst** that allows usage of my skills and knowledge to deliver best results, with administrative, accounting, and Leadership skills to positively contribute to the organization.

Areas of experience:

- ✓ Well versed with tools like **Oracle R12, Oracle Cloud, Pramata, Quote builder, Salesforce, CLM and Microsoft Office (Word, Excel, PowerPoint).**
- ✓ Proven competence in managing in invoice processing team and contract management team.

Achievement:

- ✓ Received 2 quarterly awards as of date.
- ✓ Have participated on cultural event organized at deal level.

**Employment Scan - Accenture Solution Pvt Ltd. – Bangalore (Leading Business Process Outsourcing Company)
(From Dec 2018 - Till date)****Designation: Invoice Process Associate (F&A) Operations - Roles and Responsibilities**

- ✓ Handling **APAC** regions invoice processing for Payments.
- ✓ Allocating the targets to the team based on the volume received.
- ✓ Monitoring team queries on process related issues
- ✓ Processing of invoices which are scanned in the queue **PO based & Non- PO based invoices** within the scheduled TAT.
- ✓ Matching of invoices against a PO following **3-way matching**.
- ✓ Processing of NON-PO based invoices and sending it for approval to buyer for coding and approval of invoices.
- ✓ Monitoring working folder queue and getting the invoice issue resolved so that they can be processed in system to execute payment.
- ✓ Allocation of invoices to be processed for the day
- ✓ Handling of generic mailbox and addressing the client's queries related to payment.
- ✓ Follow up with buyers / supplier and fix the rejection.

Designation: Contract Management Analyst (F&A) Operations - Roles and Responsibilities

- ✓ As a **CMS Analyst** I am responsible for managing day today operational activities on contract management related to respective engagements or accounts.
- ✓ Taken KT directly from client through WebEx and Calls.
- ✓ Handling the exceptions in contracts and resolving the request.
- ✓ For unresolved cases contacting the Sales team through emails for the required contracts.
- ✓ Validating the **accuracy of Contracts** which is digitalized in Pramata Tool.
- ✓ Uploading the agreements in CLM tool.
- ✓ Interacting with the Client in the Daily and weekly Calls.
- ✓ Sending support Ticket for all Failed cases to Pramata Team for necessary corrections.
- ✓ Helped in preparing the **Process Documents** for CMS process.
- ✓ Meeting Daily Targets and completing the volumes before the deadlines.
- ✓ Whenever there are any process changes, communicating the same to the team members.

.Reporting:

- ✓ Preparing SLA Metrics on daily to ensure we met the SLA, preparing weekly reporting metrics and Consolidated Metrics in Monthly basis and reporting to Management.
- ✓ 3*3 and Control charts preparing on monthly basis.
- ✓ Preparing the Productivity report and sharing to the Management.

Additional & Key Responsibilities:

- ✓ Updating AGING report on daily basis.
- ✓ Conducting team huddles.
- ✓ To provide necessary Training & Guidelines to the team Members & New recruits.
- ✓ Preparing process related documents, which would be helpful for the new hires.
- ✓ Planning on team outing, team lunch, birthday celebration and gifts.
- ✓ Identifying the critical issues and providing end to end solutions.
- ✓ Generating and analyzing the productivity report at the end of business hours.

Strengths:

- ✓ Good communication and Interpersonal skills
- ✓ Considerable Knowledge on Accounts and Finance
- ✓ Patience and Perseverance.
- ✓ Self-Motivation and Positive Attitude.
- ✓ Good at handling time and pressure.

Training and certification:

- ✓ SAS Certified Specialist: **Base and advance SAS using SAS9.4**

Academic Qualification:

- ✓ Bachelor of Business Management from St. Aloysius Autonomous College, Mangaluru, Karnataka.
- ✓ P.U.C from Mahatma Gandhi Memorial College, Udupi, Karnataka.
- ✓ S.S.L.C from St. Francis English Medium School, Mudarangadi, Karnataka.

Description

Consider myself familiar with business management aspects. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

(Reethika S Devadiga)