

RESUME

Kalyankar Chaitanya

Koti, Hyderabad.

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SUMMARY

Highly dedicated and detail-oriented Billing Executive, responsible for timely and accurate preparation of invoices, revenue recognition and handling billing queries. Proven ability to streamline workflows, reduce billing errors. Committed to providing the highest level of service and contributing to the success of the organization.

EXPERIENCE

Balmer Lawrie & Co. Ltd (12/2019 - 07/2023)

Junior Associate- Billing Executive

- Handled daily billing operations and ensured accurate and timely completion of all invoices. Identified any errors or discrepancies in invoice calculations before sending out bills. Prepared invoices for customers based on product and service provided.
- Resolved customer inquiries regarding billing discrepancies. Assisted with month-end closing activities, including account reconciliations. Provided support during internal and external audits related to billing processes.

Genpact (07/2023 - 10/2024)

Process Developer – OTC Billing

- Prepared and generated accurate and timely invoices for services rendered in accordance with contract terms. Maintained comprehensive billing documentation, ensuring all necessary details are included. Communicated with customers regarding billing inquiries, discrepancies and dispute resolution.
- Accurately posting payments from various lockboxes to the customer accounts and responsible for research and resolution of aged unidentified and unapplied cash receipts and accurate posting to customer accounts. Completed the billing as per the contract rate and as per the SLA.

QUALIFICATION

- Bachelor of Degree (General) - Andhra Mahila Sabha Arts & Science College for Women 2016 –2019
- Intermediate Education (CEC) - Dharmaveer Waman Naik Junior College for Girls 2013-2015
- School of Secondary Education (SSC) - Government Girls High School 2012-2013

COURSES

- Completed the Accounting and finance course Tally ERP 9 with Certification
- State Board of Technical Examination Certificate for both Higher and Lower typing

TECHNICAL SKILLS

- Typing 35 wpm
- MS- Office
- Basic Tally

PROFESSIONAL SKILLS

- Billing Management
- Accounts Receivable
- Financial Analysis
- Data Entry
- Invoice Processing
- Problem Solving

ACHIEVEMENTS

- Received Spot Award for outstanding performance and lasting contribution in the process at Genpact