

Shilpa S

Career Objective: Seeking an opportunity to create a successful career for myself in the field of Finance by utilizing my Knowledge and Skills in serving an organization and fulfilling a challenging career, by helping achieve both Organizational and Personal growth.

PERSONAL DETAILS	CORE COMPETENCIES
Email: Shilpasudhakar27@gmail.com Mobile Number: + 91- 99865-73514 Contact Address: #8, 4th A cross Vivekananda Nagar, Kathriguppe Main Road Banashankari 3rd Stage, Bangalore 560085 Date of Birth : March 27th, 1995 Father's Name : Sudhakar. B Marital Status : Engaged Nationality : Indian Religion: Hindu Languages Known: • Speak : English, Kannada, Hindi, Telugu & Tamil • Read & Write : English & Kannada Hobbies/ Interests : • Socializing, • Participate & Co-ordinating Events, • Travelling • Music etc.	• Cash Applications • Dispute Resolution • Query Handling • Customer Service • Remit Management • Process Improvements EXPERIENCE Total Experience: 5+ years WORK EXPERIENCE March 2018 – till date: Working as a Process Executive-AR at Brady Corporation (Brady India Company Private Ltd). Sept 2017 – Dec 2017: Worked as a Process Executive-AP at Target India. (Contract) Aug 2016 – July 2017: Worked as a Process Executive – Mortgage at Infosys. ACADEMIC QUALIFICATIONS 2013 – 2016: B Com from Shree Krishna International College, Bangalore - (60% aggregate) 2013: PUC(12th) from Shree Krishna International College, Bangalore - (82% Aggregate). 2011: 10th Std from Shree Sharada Educational Center, Bangalore - (72% Aggregate). KEY STRENGTHS & SKILLS ▪ Good Communication & Interpersonal Skills ▪ Quick Learner ▪ Ability to Priortize ▪ Follow Strong Work Ethics & Professionalism ▪ Adaptable ▪ Good Team Player

WORK EXPERIENCE IN DETAIL

1) ORGANIZATION : Brady Corporation(Brady India Company Private Ltd , Bangalore)
DURATION : March 2018 – till date
DESIGNATION : Process Executive (AR) – Cash Applications

Job Profile: Responsible for daily activities relating to Cash application services and ensuring proper Accounting and Controls are performed within the defined procedures. Ensuring that the day-to-day functions of Brady Shared Services' Cash application services are performed, associated with applying payments, remit management, Rebate offsets and write offs by processing with accuracy and enhancing productivity.

Roles & Responsibilities:

- Perform daily posting of incoming payments received through various modes like Lockbox, Wires, EBS, Manual Checks, Credit Cards, Direct Debits.
- Working on Applying payments of Strategic, Distributor or House Account customers.
- Responsible for managing the Query mails and monitor the various Shared mailboxes by ensuring that the emails are addressed within TAT.
- Perform other activities like Remittance handling in shared mailboxes, remit verifications, remit optimization, complex offsets, write offs and rebate clearing.
- Saving of Check copies and Bank Statements from the Bank portal in the local shared drives.
- Perform Indexing of Remits received from Customer.
- Perform Residual audits and cleanup of items coded.
- Managing the workload allocation to ensure that the work is completed within TAT as per SLA.
- Ensure quality of the deliverables are maintained despite high volumes.
- Identify and implement process improvements, suggestions, and best practice initiatives.
- Support the PS/TL with the updation and maintenance of the Process Documentation and SOP's.
- Perform required data analysis and assist Process Specialist in completion of monthly/adhoc reports.
- Get Cross trained on various activities within Cash application
- Train and Mentor New Hires on key daily activities.

ERP Tools/Applications Used: SAP R3, Oracle 11i, Readsoft.

2) ORGANIZATION : TARGET India , Bangalore
DURATION : Sept 2017 to Dec 2017 (Contract)
DESIGNATION : Process Executive (AP)

Job Profile: Responsible for daily activities of Accounts Payable relating to invoice processing after validating the PO submitted. Handle vendor disputes and queries etc.

3) ORGANIZATION : Infosys Ltd , Bangalore
DURATION : Aug 2016 to July 2017
DESIGNATION : Process Executive - Mortgage

Job Profile: Handling the Mortgage claims and modification requests daily for a specific US client.

Roles & Responsibilities:

- Handling daily Mortgage claim requests received.
- Audit and collate all required information for processing.
- Timely reporting and escalating significant issues to Management
- Communicating with Internal teams, Business unit team for obtaining specific information.

References: On Request

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 23 September 2021

Place: Bangalore

(Shilpa S)