

G.KRISHNASAI REDDY

Accounts Executive

Contact: +971-52 936 2379

E-mail: gkrishnasaireddy@gmail.com

PROFESSIONAL SUMMARY:

- Recording of SAP Entries and assisting for audit queries.
- Payment Processing in SAP
- Accounts Receivable and Accounts Payable.
- Bank Reconciliation.
- Maintain Customer relation.
- Excellent team player and collaborator highly committed to quality client deliverables, excellent communication Skills.
- Ability to work under pressure, work to tight deadlines.
- Strong analytical and problem solving skills with excellent attention to details.
- Detailed knowledge of MS office and with advanced excel skills.
- Ability to work within cross-culture, virtual team and global environment.
- Demonstrate ability to interact with customers, employees.

Core Module Strength and Competencies:

- Good End user knowledge in SAP FICO.
 - Reinsurance Accounting.
 - Good knowledge in insurance domain.
-

PROFESSIONAL EXPERIENCE

General Insurance Corporation of India, Dubai (RHS)

Nov17 – Till Date

Working with General Insurance Corporation of India (DUBAI) for past 3.8 Years as Technical Accounts Executive.

Responsibilities

- Recording and processing of entries in SAP.
- Auditing and releasing of accounting entries booked by other branch office.
- Performing monthly Debtors and creditors reconciliation and analyzing the aged and debit balances.
- Assisting manager in answering the Audit queries.
- Processing the vendor payments in SAP.
- Responding and resolving the client queries.
- Maintaining client relationship as Single Point of Contact (SPOC).
- Follow up on the receivable balances.
- To maintain standard operation procedures in all aspects of day to day work in order to provide uniformity of works.

- Checking Premium Adjustment and Profit Commission Calculation provided by the ceding company.
- Assisting AML officers.
- Reconciling the client Statement of Accounts.
- Coordinating with Claims vertical for the unaccounted claims of the clients.
- Reserves reconciliation and appropriation.
- Generating and Rendering VAT invoices on monthly basis to brokers and Insurance companies and follow up on the same.
- Checking the VAT invoices received from the clients and accounting the same.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

MBA, 2017

Alliance University, Bangalore.

B.E , 2014

R.M.D Engineering college, Chennai.

INTERMEDIATE, 2010

Sri Chaitanya Junior Kalasala, Tirupati.

SSC, 2008

Sri Chaitanya Children's Academy, Tirupati.

Certificates

- | | |
|--|---|
| • Advanced MS Excel | : Learners point, Dubai |
| • Anti-Money laundering and combatting the | : RISC Institute, Dubai And Financing of Terrorism |
| • Insurance Risk Management | : Emirates Institute for Banking and Financial Studies, Dubai |
| • Workshop on Reinsurance and Technical | : Arom GRIPS Ltd, Malaysia |

Accounting

Proficiency

MS-Office, SAP R/3 GUI (4.6B, 4.6C, ECC 5.0, ECC 6.0)

Languages Known

English, Hindi, Telugu, Tamil.

D.O.B.: 11-Dec-1992