



Ankammaraao Allari

Accountant at BDO India LLP, India

Invoice and Payment Processing, Help desk & Workflow Activities.

Career Objective

To obtain challenging position in an organization where I can apply my analyzing skills those contribute effectively for my personal growth as well as the organization. Also, to grab good career advancement through large efforts and innovative work techniques.

Professional Work Experience

BDO India LLP Pune, India from 04.10.2019 to 04.10.2021

- Working on Ad-Doc tasks for Clint support.
- Processing Payments to Vendor as per due dates and SLA.
- Working with treasury for make Payments accordingly.
- Handling Vendor Queries related to delay payment, stuck payment within the TAT.
- Researching on unpaid invoices and finding out exact reason.
- Preparing SOP for new activities.
- Preparing invoice block report & payment block report.
- Bank & vendor statement Reconciliation on monthly basis
- Maintaining Petty cash
- Perform month end closing activities and preparing reports.

INFOSYS BPM LTD Pune, India from 16.05.2017 to 01.04.2019

- Validation of invoices in SAP User interface.
- Receive and verify invoices and requisitions for goods and services.
- Reviewing invoices and checking the requests of the same as to avoid any errors.
- Process the invoices by matching review elements and setting up same for the payments.
- Working on auditing activities such taxation, accounts payable.
- Corresponding with vendors and respond to inquiries.
- Prepare daily Verification posting allocation file and allocate to team for processing.
- Process Non-PO invoices in different transaction codes
- Ensure the Month End Close and reports are completed within the allocated deadline.
- Analyzing various aspects of errors while posting the invoice and taking necessary action to minimize the errors.

Areas of Expertise

- Exceptional statistical abilities and managerial skills.
- Managing workflow to ensure all process transactions are processed accurately and timely
- Process Improvement and Transformation
- Application Upgrade and Testing
- SLA & TAT Compliance
- Ensuring that vendor requests are processed accurately and timely

Contact

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TOP Skills

- SAP FICO (End User)
- Tally
- Quick Books
- MS Office
- MS Excel

Education

MBA_2016

JNTU Kakinada, India

Bachelor of Commerce_2014

ANU Guntur, India

Languages

- English
- Hindi
- Telugu

Address

Flat No_802,
Alain Jewelry Building,
Beside WTC Mall, Hamdan Street,
Abu Dhabi, UAE.

Extra-Curricular Activities

- Actively participating in games and cultural events conducted in company.
- Actively participating in cultural events conducted in college.
- Volunteered as a Finance coordinator in Management meet

About Me

- Logical approach to problem solving, good analytical ability.
- Strong motivational and leadership skills
- Quick learner
- Ability to work in rotational shifts
- Managerial Skills

Hobbies

- Volunteering in social activities.
- Reading books
- Playing chess
- Playing badminton
- Cycling

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I also promise to work with the best of my capabilities and abide by the norms of the organization.

Place:

Date:

Ankammarao Allari