

# RESUME

**Lakshmi Reddy Boddu**

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## ACCOUNTS PAYABLE

Having 5.5 years of well-honed experience, seeking an opportunity to utilize my skills and abilities working in a financial organization that offers professional growth while being resourceful, innovative and flexible and contribute constructively to the organization across Supply chain management.

## KEY SKILL

- Accounts Payable , General ledger
- Account Receivable
- Indexing, Invoice processing
- Query Raising, Follow-up, Query resolution, worked with Statements and Reminders

## PROFESSIONAL EXPERIENCE

**RAAM AUTO BHAN INDIA PVT LTD (March2021 – Feb 2022)**

**Process: Accounts Payable & Receivables and General Ledger \_R12**

**Designation –Process Associate**

**Responsibilities: -**

- Identifying and resolving payment discrepancies
- Clearing open items in customer accounts
- Processing Bad Debts write offs
- Working on unapplied and unidentified payments
- Preparing Accrual reports
- New customer set up
- Collection - calling to the customers for past due invoices
- Working on dunning process

- Processing Refund to customer for over payment, after taking approvals from BA.
- Preparing monthly, and sending daily reports
- Receive sales data and invoice information
- Verifying approvals before create billings.
- Creating and Cancelations of Credit & Debit Billings
- Working on email queries
- Preparing ageing report
- Working on PO and NONPO based invoices
- Processing scanned copy invoices
- Working on duplicate payment report

#### **RAAM 4 WHEELERS LLP (Oct 17 – March 2021)**

##### **Designation –Senior Accountant executive \_Tally ERP9**

##### **Responsibilities: -**

- Book keeping and preparation of MIS.
- Maintain day to day activities of Inventory, AP, AR, Sales and Purchases.
- Monthly Payroll Processing.
- Monthly TDS Calculations and quarterly Filing of Form 26Q/27Q
- GST calculation and filling of monthly returns like as GSTR 1, GST 3B
- Preparation monthly stock statements for sub mission to banks on account of Hypothecation.
- Maintenance of Cash & Bank Books a Reconciling of Ledger Accounts.
- Preparation of Journal Vouchers, Debit and Credit Notes
- Preparation of Bank Reconciliation Statements.
- Record sales invoices, Tracking of A/R, updating payments and Generation of A/R reports& Debtors ageing report.
- Generation of Purchase orders, entering purchase bills, tracking of A/P, Generation of A/P Creditors aging analysis.
- setting up of new customers along with their payment terms as per SOW.
- Creating invoices on monthly/weekly basis as per the Customer requirement.
- Follow up with customers over phone/email on overdue invoices.
- Enquiring about the underpayments with the customers.
- Sending statements to clients for collecting dues whoever crossing aging period.
- Posting bills into books and making payments to vendors on time without delay.

- Before starting of bookkeeping need to understand about the nature of business of the client.
- Bookkeeping and reconciliation of books of accounts in desktop software by recording Invoices, Bills, Credit card statements, cash deposits, cash expense
- Physical verification of fixed assets and tagging.

## ACHIEVEMENTS

### Awards and Rewards

- Received Extra Miler Award for outstanding contribution towards the business.
- Received appreciations from Clients.
- Received Spot Award as a good team player.

## EDUCATIONAL CREDENTIALS

- B.COM - from Acharya Nagarjuna University, Guntur district, Andhra Pradesh, India -2015

## OTHER DETAILS

**Hobbies** – Listening Music, Watching Movies and Reading holy books.

Address : 7-1-619\A\14 , Gayatri Nagar  
: Sr Nagar , Hyderabad  
: 500038

Marital Status : Unmarried

Languages known : English and Telugu

I hereby declare that the information furnished above is true to my knowledge and belief.

Place : Hyderabad

Date :

Thanking You

**Lakshmi Reddy Boddu**