

# CHANDRA SHEKAR

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## PROFESSIONAL SUMMARY

Looking for creative and challenging assignments along with a teamwork that offers an opportunity to move up in organizational hierarchy, continues learning and shouldering more responsibilities and be a part of team in achieving organizational objectives.

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## EXPERIENCE

**Accountant**, 02/2025 to 11/2025

**Operative India Private Limited** - Bengaluru, India

- Processing Accounts Payable invoices and W-9 verification for new vendors.
- Processing bi-weekly payments ACH and Wire run.
- Fixed Asset Management processing and reporting.
- Posting journal entries and reconcile general ledger accounts as needed.
- Reconciling bank, credit card accounts and intercompany accounts.
- Reviewing and approving employee reimbursements in the Concur tool.
- Supporting team on month-end close procedures.
- Worked other ad hoc projects as assigned.

**Accounts Payable Analyst**, 05/2022 to 01/2025

**Anthology International Private Limited** - Bengaluru, India

- Entering AP Bills into the System with the Appropriate GL Code, Department, and Cost Segment.
- Accurate Processing of Purchase Order (PO) and Non-PO Invoices Received from Vendors.
- Carrying Out Comprehensive Invoice Quality Assurance and Correcting Errors Detected.
- Matching AP Payments to Unsettled Invoices in the System.
- Updating Vendor IDs, GL Codes, and Departments, then Uploading and Settling Credit Card Transactions in the System.
- Establishing New Vendors within the System.
- Supervising Accounts Payable Mailbox and Resolving AP-Related Inquiries or Directing Queries to Appropriate Personnel for Resolution.
- Have assumed the role of training new team members and providing assistance to the team as needed during project requirements.
- Recording Reclassification or Reversal Entries in the System.
- Entering Credit Memos and Debit Memos into the System.

**Cost Analyst**, 11/2019 to 05/2022

**Teoco Software Private Limited** - Bengaluru, India

- Ensuring payment processing, balance forward, account coding, and directed audit review of telecom invoices are completed accurately within timelines through TEOCO's cost management.
- Reviewing automated audit results and other credit charges audits like circuit installation, disconnection, and non-recurring costs.

## CONTACT

**Address:** #268 Sri Haripadham,  
Karnasree layout, 3rd stage  
Medahalli, KR Purm Bengaluru,  
India 560036

**Phone:** +91 9535273309

**Email:**

Marupudichandra69@gmail.com

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## TECHNICAL SKILLS

- **Software Packages :** MS Office (MS Word, MS Excel, MS PowerPoint) and Typewriting (junior).
  - **Applications :** Oracle NetSuite, Microsoft Dynamics D365, ServiceNow and SAP S/4 HANA.
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## STRENGTHS

- Effective Communication
  - Problem-Solving
  - Team Collaboration
  - Adaptability
  - Attention to Detail
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## REWARDS AND RECOGNITION

- Accenture Rewards "Encore Award" for best quality and accuracy maintained for the cycle.
  - Rewarded for idea submission bright idea for Client cost savings.
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## HOBBIES

- Cycling
- Playing Table Tennis
- Listening to Music

- Preparing disputes for filling with appropriate vendors, and ensuring dispute resolution credits are updated in the system for resolved issues.
- Reviewing invoices from vendors related primarily to facility costs and usage invoices.
- Comparing billed circuits, to the provisioning data supplied by client, manually or by query, in order to determine all facility circuits are billed.
- Comparing billed circuits, to the provisioning data supplied by client, manually or by query, in order to determine all facility circuits are billed.
- Researching in contracts or tariff information on a regular basis to determine the charges.

**Senior Process Associate**, 07/2015 to 08/2019

**Accenture Solutions Private Limited**- Bengaluru, India

- Efficiently processing both Purchase Order (PO) and Non-PO invoices within the defined Turnaround Time (TAT) as per the specified process requirements.
  - Collaborating with the internal query handling team to minimize incorrect queries to the business unit during invoice processing.
  - Performing quality checks to reduce internal errors and provide good quantity to overall deliverables.
  - Collaborating with the team to facilitate seamless month-end closures by efficiently processing all invoices.
  - Delivering training sessions to onboard new team members and regularly updating desk procedures as needed.
  - Compiling a daily SLA (Service Level Agreement) report for the team and monitoring the error log report.
  - Managing daily productivity and quality check reports to ensure accurate tracking. of performance and standards.
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## EDUCATION

MBA, Finance, 07/2023

**Sikkim Professional University**

- Bengaluru, KA

B.com, Finance And Accounting,

07/2014

**Seshadripuram First Grade**

**College** - Bengaluru, KA

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## LANGUAGES

### KNOWN

- English
  - Kannada
  - Hindi
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