

Sumalatha RV

Accounts and Billing Associate

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Career Objective

Tech savvy accounts payable and receivable expert experienced in streamlining processes and maintaining accurate accounting data proven track record of accounts management to support sustainable growth in a competitive workplace.

WORK EXPERIENCE

Engati Technologies- Collection Associate

Oct 2025-Jan 2026

- Accounts Payable: Invoice Processing receive and enter high volume of invoices PO & non PO, expense reports and credit memos in the AP system. Reimbursement related to Travel and Expenses process for internal teams.
- Vendor Relations: Maintain vendor master data, vendor statements resolve payments discrepancies and respond to inquiries.
- Reconcile and Reporting: Reconcile AP sub ledgers prepare journal entries assist with month/quarter/year end closing.
- End to End Billing and invoicing generate monthly invoices for subscription and usage, Flat rate, Time and Materials, Recurring/Subscription, Usage Based, One time billing, Milestone billing, Prepaid vs Postpaid
- Cash Collection: Send reminders through email and call and update the payment to customer invoice, reconcile stripe and bank payments. Calculating ARR and MRR for the sales. Onboarding new customers and following up for payments.
- Compliance and Auditing: Ensure adherence to company polices and financial regulations.

Esko Graphics Private ltd- Accountant

Jan- 2024 - Aug-2024

- Make invoice adjustments with manager's authorization or send notification of short payment
- Maintain a log of all incoming invoices to the department and process vendor payments in the accounting system, for all Department goods and services as assigned and ensure timely payment in accordance with state finance and procurement laws and regulations
- Process and track stop-payment requests through the Treasury's Office
- End to End Billing and invoicing generate monthly invoices for subscription and usage, Flat rate, Time and Materials, Recurring/Subscription, Usage Based, One time billing, Milestone billing, Prepaid vs Postpaid.
- Assist in the entry of AP invoices into Microsoft. Review transaction reports and post batch-work
- Assist in the processing of all checks on a weekly basis to include: print checks, attach support documentation, stuff envelopes and filing support documentation. Prepare manual checks when necessary
- Assist in maintaining and entering recurring voucher details. Post on a monthly basis
- Process all cash receipts batches on a daily basis and facilitate the resolution of any problems encountered
- Process debit/credit memos related to Credit Card Refunds as necessary.

HCL Tech- Accounts Payable/Accounts Receivable Associate Manager

Oct- 2019- Jan -2024

- Assists outside auditors at year-end to include preparing schedules, providing explanation of supporting materials and procedures, and preparing any other necessary data
- Process Remote Desktop check capture for all live checks received from Customers
- Review A/R aging for accuracy and prepare any necessary credit/debits to customer accounts
- Any other miscellaneous accounting projects as specified by manager
- Follow and abide by all government, Legal, Magna and P&F rules and regulations as outlined in the Employee Handbook

- Ensure price and quantities of supplier's invoice, supplier's packing slip, purchase order, requisition agree and obtain approvals from appropriate people i.e, have their initials for each transaction
- Ensure customer pricing is accurate and reconciled to customer payments
- Investigate past due payments and short payments

Xerox Technologies-Senior Associate

Jan- 2016 – Sep 2019

- Supporting Cash collection and working on overdue payment and Vendor onboarding and making payments towards service provided. Dispute management related to billing and meter reads via email sent by customer.
- Developed and maintained a pivot table model that tracked 300+ invoices weekly leading to a 10% high-quarterly accuracy rate
- Worked collaborate with cross function team to streamline PO process reduce cycle time by 15%.
- Managed high volume invoice processing achieving a consistent of 98% on time payment rate for suppliers.

IBM- Senior Associate

April -2015 – Dec 2015

Handling customer calls, dispute related to billing and raising credit notes correcting the meter read provided by the customer. Working as a senior associate handling AR process contacting customer for the overdue payments.

Education

Bangalore University-MBA Finance

2014-2016

Finance GPA 6.50 FIRST Class

Bangalore University-B. Com Finance

2009 -2014

Finance GPA 6.0 FIRST Class

Skills

- Communication
- Teamwork
- Time management
- Problem Solving/Critical Thinking