

PURUSHOTHAM REDDY.G,

MASTER OF BUSINESS ADMINISTRATION

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PROFESSIONAL SUMMARY:

Detail-oriented and organized accounting professional of experience in managing accounts payable processes, vendor relations, and financial reconciliations. Seeking to leverage my expertise in invoice processing, payment management, and financial reporting to contribute effectively as an Accounts Payable Executive.

WORK EXPERIENCE:

NL TRANSPORTATION PRIVATE LIMITED:- AUGUST 2024 – Present

- Handled accounts payable duties, including invoice verification, coding, and approval processes.
- Processed invoices monthly with 100% accuracy, ensuring timely payments and preventing late fees.
- Managed vendor accounts, resolving discrepancies and disputes promptly to maintain good relationships.

EDUCATIONAL QUALIFICATION:

MBA	Sathyabama Institute Of Science &Technology, Chennai	83% PERCENTAGE
B COM	Acharya Nagarjuna University, Guntur.	70% PERCENTAGE
XII Standard	Board of Intermediate Education, Andhra Pradesh.	70% PERCENTAGE
X Standard	Board of Secondary Education, Andhra Pradesh.	68% PERCENTAGE

KEY SKILLS:

- Trained on Microsoft Dynamics 365 Finance and Operation
- Knowledge on Finance modules and Topics
 - Accounts payable
 - Accounts receivable
 - General ledger
 - Cash and bank management
 - Fixed asset
 - Tax
 - Procure to pay process
 - Oder to cash process
 - Item / Product creation
 - Vendor creation
 - Customer creation
 - Having good knowledge in accounting

OTHER SKILLS:

- Tally
- Microsoft office
- Operating systems

STRENGTHS

- Ability to work in a team as well as Independent.
- Positive attitude and Good work ethic to enhance my abilities.
- A Dedicated Quick learner, Self-motivated and Disciplined to lead by values.

HOBBIES:

- Playing cricket and kabaddi
- Listening music
- Willing to learn new things

DECLARATION:

I hereby declare that the details provided above are correct and I have knowingly not omitted / misrepresented any information.

(GUDA PURUSHOTHAM REDDY)