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| **Mouli Kurugodu** |
| Hyderabad, Telangana | Mob - +91 9160977987 | Email – [moulivikranth554@gmail.com](mailto:moulivikranth554@gmail.com) |

**Objective**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**Academics**

* Bachelors of Business Administration – Indian Institute of Management and Commerce

**Skills**

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| * Accounts Receivable | * Accounting |
| * Financial Reports | * Bank reconciliation |
| * Fixed Asset Depreciation | * Financial statements |
| * Multitasking | * Financial analysis |
| * Income Tax | * MS Office Suite |
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**Work History**

**Process Associate at Sancus Technologies, Pune** Jan-2018 to Till Mar-2021

**Key Roles and Responsibilities:**

* Worked in Cash Applications and Accounts Receivables Process
* Responsible for Order to Cash processing including sales order entry, delivery creation, and invoicing
* Monitoring of Accounts Payable and Accounts Receivable
* Ensuring DRR (Daily Receipt Reconciliation) is completed accurately, confidentially and timely manner by processing cash application tasks to invoices that are allocated.
* Reconciling orders to match customer records that include: confirming credits or debits and sending them to customer for collection or to initiate refund.
* Identifying and rectifying anonymous cash and manage end to end process of Cash applications.
* Working closely with customers and internal departments to resolve order and/or any other disputes
* Gather and verify invoices for appropriate documentation prior to payment/receipt
* Maintain Accounts Receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.
* Monitor and collect accounts receivables by contacting clients via telephone and email.
* Prepare analytical and ratio analysis in relation to A/R for management to gain a better understanding of how collections efforts are progressing
* Updating SOP when there is a change in existing business flow and seeking approval from business owners
* Training new joiners on process and conducting assessment to ensure they are ready in production

**Personal Information**

**Father Name** – K. Radha Krishna

**Date of Birth** – 06th AUG 1993

**Gender** – Male

**Marital Status** – Unmarried

**Nationality** – Indian

**Languages Known** – English, Telugu, Kannada and Hindi