

# Rathlavath Praveen

Efficient and accurate accounts receivable specialist with experience leading accounting processes to collect client payments, document funds accrual, and resolve discrepancies utilizing enterprise accounting.

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📍 Hyderabad

🌐 praveen-rathod-nayak

## Education

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### BE from osmania university

Civil - 8.12

May2013 - Jun2017

### NRI

Board of intermediate - 9.2

April2011 - April2013

### Aurobindo high school

SSC - 8.11

May2010 - April2011

## WORK EXPERIENCE

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### Oct2021-Oct2024

Accounts receivable analyst

Oct2021-Oct2024

### Genpact

Invoice Analyst ,Accounts receivables,billing, and payable OTC

- Order to cash(O2C)Working on Billing,Cash apps ,Collections Order Management, Invoice Generation.
- Managing the billing process and other aspects of the O2C workflow to ensure that orders are fulfilled.
- Efficiently the bills are accurate, and payments are collected on time.
- Cash Process and record incoming payments, Reconcile payments
- Ensure accuracy in financial records, handle discrepancies, and Generate related reports.
- Streamline order processing to enhance customer communication, implement accurate billing procedure .
- Monitor and manage credit risk. Optimize inventory management.

### Aug2019-sep2020

Aug2019-Sep2020

### Wipro Limited

Process Associate

- Processing invoices, receipts, payments, and other financial documents related to customer transactions.
- creating and sending invoices using software or online platforms.
- Receiving and verifying payments from customers using various methods.
- Resolving discrepancies related to invoices or payments.
- Maintaining accurate records of all invoices and payments.
- Communicating with customers, vendors, and other departments to ensure timely and accurate billing and payment.

## SKILLS

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- Managed accounts receivable to ensure timely payment and accurate financial records.
- Utilized MS Office and Excel to streamline data management, increasing efficiency and reducing errors.
- invoicing, payment collections, cash applications, deductions, and credit risk.

## AWARD

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**Best employment** Genpact