

MANGILLAPALLI RAHUL

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Career objective:

Seeking a position to utilize my skills and abilities, giving a positive impact and that offers professional growth while being resourceful, innovative and flexible.

Work Experience

I am working as a “Accounts Executive” in Compage computers Pvt Ltd from Aug’2024 to Till date.

Roles and Responsibilities:

- Processing of Direct PO’s invoices and Non PO’s.
- Purchases and Sales posting invoices in FOCUS6 ERP.
- Suppliers and Customers account’s creation.
- Product creations for purchases product in ERP.
- E-invoice IRN Generating and GSTR-2A and BRS Reconciliation
- Enhanced customer satisfaction with timely resolution of billing disputes and inquiries.
- Generated and distributed monthly customer statements.
- Maintained accurate records of customer accounts, payments and payment plans

Work Experience:

I am worked at “Accounts Payable” in Quess Corp Limited, as a client of Franklin Templeton From 24th Nov’ 2022 to Oct’ 2023.

Roles and Responsibilities:

- During my time as an Accounts Payable Associate, I developed strong communication skills while liaising with vendors, resolving queries promptly.
- Indexing and create the invoices ids and use the respect of Franklin Business Units.
- Processing the tax invoices for various states in US and UK before the due dates to avoid penalty and interest on behalf of client.
- Processing supplier invoices, Utility bills and statutory payments, debit, credit notes.
- Processing of invoices related to PO & Non-PO invoices entries into COUPA application.
- Verifying the invoice number, invoice date, Bill to, Bank account details.
- Requesting for respective requestors to provide Dept details future process and approval payments.
- Good knowledge of Coupa and Workday applications.

Work Experience:

I am Worked at “Accounts Payable” in Electronic Mart India ltd, in Hyderabad from 17th Feb’ 2021 to 04th Sep’2022.

Roles and Responsibilities:

- Preparing GRN numbering for goods received details in SAP.
- Check figures, postings, and documents for correct entry, value accuracy, and proper store codes.
- Debit, credit, Notes. Accounting In Focus7
- MS-Excel Preparing by Using Auto sum, sum if, count if, Vlookup, Right, Mid, Left formulas for using number of invoices preparing data in Excel.
- Having good knowledge on SAP and Focus7.

Work Experience:

I am Worked as Trade Apprentice (COPA) in Electronics Corporation of India Limited (a Govt. of India enterprise), Hyderabad as HR/Recruitment from 12/10/2019 to 11/10/2020.

Roles and Responsibilities:

- On-boarding / Joining formalities of Contract Employees
- Coordination with various departments (Time office, Payroll, Establishment etc.) for smooth closure of joining.
- Preparation of various MIS reports pertains to joining/manpower.
- Preparation of correspondences to various government stakeholders' regarding background verification.
- Maintaining the inward/outward records of recruitment section.
- Ensuring an adequate stationary & joining formality report as per the department's Requirement.

Education:

- Bachelor of Commerce (Computer):Accounting and Finance, Narendra Degree and PG college of percentage 64.11,

Technical Profile:

- Familiar with MS Operating systems & MS Office tools.
- Good Knowledge in MS-Excel

Personal details:

Name : Mangallipalli Rahul
Father's Name : Mangallipalli Devadas
Languages known : English,Hindi,Telugu

Declaration:

I hereby declare that the above-mentioned details are true to best of my knowledge.

Date:

Place: Hyderabad

(M Rahul)