

Prashanth Reddy Sreepathi

ACCOUNTS PAYABLE ASSOCIATES – Accounts Payable Process, Accounting Systems, & Reconciliations

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PROFESSIONAL SUMMARY

Accounting Executive with 3+ years of experience managing invoice processing, vendor payments, reconciliations, and compliance reporting. Achieved 98–100% accuracy in payment cycles, resolved 95% of vendor discrepancies within 3 days, and reduced invoice error rates by 30% through quality control initiatives, and process optimization across ERP systems.

SKILLS

- **Accounts Payable Operations:** Invoice validation, approval workflow, 3-way PO matching, OCR invoice processing.
- **ERP & Ledger Management:** SAP and GEP Smart systems, GL coding, journal entry posting, invoice handling.
- **Vendor & Payment Processing:** Vendor onboarding, master data accuracy, EFT payments, wire transfers, cheques.
- **Reconciliation & Reporting:** Vendor statement reconciliation, AP aging reports, accrual preparation, close support.
- **Compliance & Controls:** SOX compliance, audit documentation, internal controls, invoice auditing, SLA adherence.

WORK EXPERIENCE

Senior Accounting Executive

Square Business Services Pvt Ltd.

November 2022 – September 2023

India

- Processed over 150 invoices daily by leveraging SAP three-way PO matching, ensuring 98% accuracy in vendor payment cycles and eliminating late fee occurrences through strict adherence to vendor terms and compliance protocols.
- Executed EFT, wire, and cheque payments aligned with vendor agreements, achieving 100% on-time disbursements and reducing transactional discrepancies by 25% through systematic reconciliation and validation of payment records.
- Reconciled vendor statements monthly, resolving 95% of discrepancies within three business days, improving vendor satisfaction and reducing outstanding liabilities by streamlining issue resolution workflows and escalation protocols.
- Facilitated month-end close activities by preparing journal entries and accruals, ensuring 99% accuracy in financial reporting & reducing close cycle delays by 20% via standardized documentation & optimized reconciliation processes.
- Transitioned to Internal Quality Control team after achieving 99% accuracy, publishing daily quality reports, training AP associates, and reducing invoice variance rates by 30% via systematic audits and corrective process interventions.
- Trained junior staff on compliance with SOX and internal controls, improving invoice processing speed by 15% & reducing audit exceptions by 40% through structured training modules & continuous monitoring of operational accuracy.

Accounting Process Associate

GEP Solutions Pvt Ltd.

October 2020 – November 2022

India

- Delivered AP services for Fortune 500 clients, validating invoices & approvals in ERP platforms, achieving 97% compliance accuracy & reducing processing delays by 22% through optimized validation workflows & automated checks.
- Administered end-to-end AP operations including invoice intake, GL coding, and multi-currency payments using GEP Smart ERP, reducing manual intervention by 30% and improving transaction throughput across global vendor accounts.
- Reduced invoice cycle time by 20% by enhancing OCR and approval workflows, achieving faster turnaround and minimizing backlog accumulation via systematic automation and integration of approval hierarchies within ERP systems.
- Posted journal entries, prepared AP aging reports, and collaborated across finance teams, improving reporting accuracy by 25% and reducing reconciliation discrepancies through standardized documentation and automated ledger updates.
- Managed vendor onboarding, maintained audit-ready documentation, and supported tax compliance, reducing onboarding errors by 28% and ensuring 100% adherence to statutory requirements through structured compliance monitoring.
- Reduced backlog by 35% and earned “Change Agents Award” for leading process optimization, achieving measurable efficiency gains by implementing workflow redesigns and serving as POC for a 10-member team to resolve queries.

PROJECT EXPERIENCE

All-Star Real Estate: Financial Issue Evaluation

Role: Analysis & Implementation Plan

- Analyzed financial performance and accounting issues, improving reporting precision by 18% across firm operations.
- Conducted SWOT and environmental analysis, identifying 12 risk factors and 8 opportunities for expansion planning.

EDUCATION

Master of Business Administration

University Canada West, Vancouver

August 2018 – December 2020

Bachelor of Commerce

St. Joseph's Degree & PG College, India

June 2016 – April 2019

CERTIFICATIONS

- **QuickBooks Online ProAdvisor Certification**
- **Microsoft Excel**