



Madhu Babu

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Profile Summary

- M.Com (Accounting & Finance) with 8+ years of experience in pharmaceutical manufacturing companies. Having experience in accounts payable, accounts receivable, accounts reconciliation, bank reconciliation statement, fixed asset accounting, GL scrutiny, physical stock statement reports and financial reporting.
Having 5+ years SAP accounts and finance experience in pharmaceutical manufacturing companies. Responsible for overall accounting and finance functional activities.

Experience

- **Botanic Healthcare Private Limited** December, 2023 - Till Now
Senior Executive - Accounts & Finance
Creation a new vendor, verify vendor onboarding forms along with the required supporting documents and maintaining vendor master data.
Verifying invoices with 2-way vs. 3-way and 4-way matching in accounts payable checks.
Processing of domestic and import purchase order and non-purchase order.
Reimbursement of employee travel expenses.
Managing factory petty cash.
Processing company credit card bills.
Processing vendor payments and uploading payment sheet in bank portal.
Performing vendor reconciliations and inter-company reconciliations.
Conduct end-to-end accounts payable tasks, respond to queries from vendors and internal parents via phone and email.
Month end activities are review unpaid invoices, record vendor invoices, review vendor credits, vendor payments, reconcile ledgers, vendor aging report, intercompany reconciliations, reconcile bank accounts, recording journal entries and review expense accounts.
- **BSTL Global Solutions Private Limited** June, 2023 - November, 2023
Executive - Accounts & Finance
Sending statement of accounts email to clients at beginning of every month on all open receivables.
Monitor all customer service calls and ensure completion within required timeframe and ensure compliance to all policies and procedures.
Monitor and follow-up with clients on overdue accounts on daily basis by call or email.
Respond to client account queries in a timely and professional manner.
Work on dispute management with clients as well as internal stake holders like billing team, sales team, OM/CM team, projects team, etc. and resolve payment issues.
Identify outstanding account receivables and ensure timely follow-ups with client and internal Sales in parallel.
Investigate historical data for debts and bills to understand customers payment behavior.
Take follow-up actions on aged receivables to encourage timely payments.
Coordinate with all team members to resolve all cash application issues and identify root causes for non-payment.
Manage all communication for all overdue accounts and investigate all customer complaints and resolve all issues.
Keeps detailed notes and records of all communications and actions.
Prepare and present reports on collection activities, cash flow forecast, overdue analysis.
- **Hetero Healthcare Limited** July, 2020 - March, 2023
Accounts Officer - Accounts & Finance
Process purchase order and non-purchase order backed invoices.

Manage and maintain vendor master data.

Monitor vendor accounts, advance payments, and GR/IR accounts and perform timely clearing and follow-up.

Conduct end-to-end accounts payable tasks, including account reconciliations.

Respond to queries from vendors and internal partners via phone and email.

Execute Payment runs in accordance with company guidelines.

Ensure all invoices and expenses comply with company policies and legal requirements.

Perform timely vendor reconciliations including Intercompany and resolve unreconciled items promptly.

Collaborate with operations, vendors and internal teams to resolve discrepancies.

Provide accurate and helpful support for supplier inquiries.

Build effective relationships with internal and external partners through written and verbal communication.

Supervise and ensure timely completion of daily/monthly key deliverables.

Resolve clarifications with vendors and internal partners via email/calls in english.

Manage and guide the team as necessary.

Perform bank reconciliation and intercompany reconciliations.

- **RRX Drugs & Pharmaceuticals**

May, 2017 - June, 2020

Junior Accountant - Accounts & Finance

Booking of bank receipt, payment and contra entries in Tally ERP on daily basis.

Doing Bank Reconciliation on daily basis.

Reconcile account receivable and accounts payable.

Account scrutiny and maintenance of records.

Monitor the day to day accounting entries related to bank.

Knowledge of TDS deductions on vendor / customer payments.

Preparing bank Interest working calculation on weekly and monthly.

Handling and booking of petty cash entries in Tally.

TDS and TCS credit match with Form 26-AS on quarterly basis.

Knowledge of TDS (194-Q) / TCS on sales and purchases.

Any other reporting work as per the need of the accounting manager.

Education

- **University College of Commerce & Business Management, Kakatiya University, Warangal.** 2014 - 2016
M.Com (Accounting & Finance)
60
- **Arunodaya Degree College, Osmania University, Hyderabad.** 2009 - 2012
B.Com (Computers)
78
- **Srivari Voc. Jr College, Board of Intermediate Education, Hyderabad.** 2007 - 2009
Intermediate
85

Achievements & Awards

- Secured State 1st rank in PG CET-2014.
- University topper in my M.Com (3rd University Rank Holder).
- Awarded as the Best Outgoing Student in the college.

Certifications

- Completed Six Sigma Yellow Belt course from 6sigma study.
- Completed Lean Six Sigma White Belt Professional course from Six Sigma Global Institute.
- Completed Complete Financial Analyst course from Udemy.
- Completed Corporate Finance course from Corporate Finance Institute.
- Completed Problem Solving with Excel course from PWC LLP.

Technical Skills

- SAP FICO End User
- SAP S/4HANA End User
- Tally ERP
- Advanced Exce

Personal Skills

- Ability to analyze problems and adopt and implement ideal solutions.
- Commitment to work ethics, honesty and integrity.
- Mathematical abilities and attention to detail.
- Continuous learning and stimulating internal motivation.
- Able to work in a team and produce quality output under tight deadlines.

Strengths

- Vendor Negotiations & Management.
- Team Building.
- Self-motivated.
- Journal Entries & General Ledger.
- Corporate Accounting & Bookkeeping.
- GAAP Standards & Government Regulation.

Languages

- English - Very good.
- Hindi - Very good.
- Telugu - Native.