

**Naveenkumar R**

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**Objective:**

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To seek an opportunity to serve an institution of repute where i can utilize my knowledge, enhance my skills, and contribute towards the growth of the institution.

**Education:**

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Examination	Board/ university	Year	Aggregate
B.com with Banking & Insurance	NGM arts and science college, Pollachi (autonomous)	June 2014- May 2017	76.5 %
HSC	SKP. hr. Sec. School Udumalpet	April 2014	81.3 %
SSLC	Govt. Hr. Sec. School Gomangalam	April 2012	81.2 %

**Current experience: TATA consultancy services  
(05th June 2017 \_ present).**

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**Accounts Payable**

**Domain:** Accounts Payable

**Designation:** Process Associate

**Core Responsibilities:** Invoice processing in SAP

- End-to-End knowledge in invoice processing, Park, Block, Queries, payment proposal review - Sound knowledge in Accounts payable.
- Processing 3-way match invoices.
- Proper follow up with the Buyer for aged items and high value documents in Block report.
- Document changes review, Duplicate invoice review, Proposal review, Exception review.
- Coordination with the payment team for smooth weekly vendor payment.
- Monitoring daily productivity, monthly activities, SLA reporting to the Leads.
- Coordinate with all PTP departments to pay the invoice to vendor successfully on time.
- Handle queries from supplier, buyers, Business and internal with 100% accuracy.
- Taking necessary actions for payment rejections and paying the customers timely.
- Vendor reconciliation - critical vendors & AP Aging.

- Having conference call with client to understand the areas that needs to improve. whenever required.
- Responsibilities are like reviewing the invoices and make payment on time.

## **Order Management (Supply Chain)**

**Domain:** Supply chain Management

**Designation:** Replenishment Analyst

**Core Responsibilities:** Customer Services

- Having 3 years' experience as SAP end user in production ERP with exposure to SAP PS7, PF7 & PW5.
- Analyze current and past trends in key performance indicators including all areas of operations and inventories.
- Analyze replenishment through forecast technique to uphold inventory and order proposal.
- Creating data for the order proposal and manipulating data for review and analyze.
- Analyzing the data under cost, product type, status, movement, replenishment type, procurement period, inventory level, limit variation and supply.
- Handling customer request for stock & purchase order creation, deletion, modification, cancellation, and tracking.
- Routing out mails to concern teams for stocking and tracking enquires and analyze issues until closure.
- Coordinate to make efficient decisions, participate in ad- hoc projects to support business objectives for an effective tat.
- quality check: observing and identifying the errors, providing information to supervisor, monitoring the SLA of the team and engaging team in various activities & responsibility.
- Provide training to the new joiners and performing as an SME role.

## **Achievements**

- Awarded the star performer for solving of high- ticket volume within SLA requirement.
- Received appreciation from clients for providing customers quality deliverables on time.
- Received homer award from clients for invaluable support in catching team errors.

## **Technology and tool exposure:**

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Application tools:	SAP, BEX analyzer, Service now, DSS portal.
Packages:	MS office, Tally 9, Typewriting (Junior)
Operating system:	Windows 95/ 98/ 2000 / 07/ 08/ 10 / XP/ vista.

## **Internships:**

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- Attended internship in Sakthi finance company.
- Completed genesis pre\_ board (Accountants) exam in 2014.
- Winner of school level Volleyball.

**Extra-curricular activities:**

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- Undergone soft skill training (APD) & human excellence (Yoga)
- Worked as a staff in central board of election duty 2014.

**Personal profile:**

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Name:	Naveenkumar R
Father name:	Ramasamy M
Date of birth:	05- 23- 1997
Languages known:	Tamil (U,R,W,S) , English (U,R,W,S) , Malayalam (U)
Marital Status:	Married

**Permanent address:** 1/ 27, Sinjuvadi, Lakshmapuram (PO), Pollachi, Coimbatore 642 107

**Declaration:**

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I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Pollachi

Date:

Naveenkumar R

