



Surya Prakash Padira

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OBJECTIVE

A challenging and growth-oriented position in a progressive company, where I contribute to the organization's success with my financial expertise & through my innovative ideas and desire to achieve excellence.

PROFESSIONAL EXPERIENCE

Company : Kartikeya Infra, Head Office, Hyderabad.

Duration : 07-Jan-2019 to Till date.

Designation : Manager- (Finance & Procurement Departments)

- Over 4.5 years of experience in Finance & Procurement.
- Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
- Responsibilities of Fully Computerized Procurement. Screening of Requisitions Prior to Forwarding for Management. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast-Moving Items, Maintaining All Procurement Documents.
- Materials Management, Purchase order work under based on Excel and online Purchase Order is prepared. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
- New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Ensure the quality & quantity of material purchase at site.
- Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site).
- Looking for entire logistics Operation, Handling independently entire supply chain process inbound & outbound.
- Stock Verification, Analysis of Vendor Performance & Price Variance & Handling Purchase related all responsibilities day to day.
- Liaison with business teams in establishing project budgets and forecasts for both short and long terms.
- Provide informal training and guidance for junior members of the Finance team.
- Manage debtor/creditor ledgers and ensure the accuracy of transaction reporting

- Expertise to deals with Bank's and NBFC's for procurement of loans like Bank Guarantee (BG), Letter of Credit (LC), Cash Credit (CC), Business Loans, as per company requirement will explain professional manner and attend personal discussion with credit team.
- Also maintain date wise Due dates and interest payments as per schedules it will track by personally as instructed by Management.

PROFESSIONAL EXPERIENCE

Company : Star Health and Allied Insurance, Zonal Office, Hyderabad.

Duration : 01.Feb.2016 to 02.Jan.2019.

Designation : Senior Executive-Claims Department(Cashless & Reimbursement)

- Over 3 years of experience in Claims Verification Officer.
- Collecting accurate information and documents to proceed with a claim.
- Analyzing a claim made by a Policymaker.
- Guiding policyholders on how to proceed with the claim.
- Monitoring the progress of a claim.
- Investigating potentially fraudulent claims.
- Identifying reasons why full payment may not be made.
- ensuring fair settlement of a valid claim.
- Building relationships with loss adjusters, forensic accountants and solicitors, as well as other legal and claims professionals.
- Handling any complaints associated with a claim.
- Involvement in loss adjusting activities and in legal discussions relating to settlement.
- Managing a team of claims handlers (at managerial level).
- Taking responsibility for productivity and profit.
- Adhering to legal requirements, industry regulations and customer quality standards set by the company.
- Preparing Reports by using Claim Portal & IMS.

- Reviewing the claims reports and generating required reports based on requirement.
- Publish Monthly/Quarterly/Yearly reports to Management.
- Strong Analytical Reporting, Proficient Database Management. Accurate MIS Reporting in Timely Manner.
- Resolved queries and complaints in a professional and swift manner.
- Apply creative problem-solving to selected claims, while adhering to policy definitions and regulations.

PROFESSIONAL EXPERIENCE

Company : Swastik Seeds Corporation, Head Office, Guntur.

Duration : 01-Aug-2015 to 31.Jan.2016

Designation : Administrative Officer.

- New Dealers Code registration and documentation.
- Preparing day wise and weekly wise sales reports by using Ms-Excel
- Follow-up the sales managers.
- Back-office work like day-to-day cash and bank transactions.

SKILL SETS

- Material Management
- Expediting
- Comparative Statement
- Budgeting
- Documentation
- Negotiation with vendors
- Vendor Management

TECHNICAL SKILLS

- Microsoft Word, Excel, Advanced Excel & Power Point.
- Knowledge on Tally ERP9, GST & Income Tax Portals.
- Accurate MIS Reporting.

ACHIEVEMENTS

- Training of Financial Markets.
- Training of Goods and Service Tax and Income Tax.

ACADEMIC QUALIFICATIONS

- Master of Business Administration from Acharya Nagarjuna University-2014.
- Bachelor of commerce from Acharya Nagarjuna University-2012.
- Intermediate M.E.C From Andhra Pradesh Board of Intermediate Education-2009.
- Andhra Pradesh Secondary School Certificate Examination-2007.

EXTRA CURRICULAR ACTIVITIES

- Best Employee award from Star Health & Allied Insurance the year 2018.
- Participated in Business Fest (2014) State Level.

PERSONAL DETAILS

Date of Birth:14-08-1991.

Father's Name: Subbarao Padira.

Religion: Hindu/BC-B.

Marital Status: Married.

Languages Known: Telugu and English.

Communication Address: D. No:11-5-175, Bhavani Nagar, Moosapet, Hyderabad-500018, TS.

Permeant Address: D.No.5-120, Main Road, Phirangipuram (Post& Madal), Guntur-522529, AP.

DECLARATION

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

Place:
Date:

Surya Prakash Padira