



# Bhola Paul

Senior Associate

## GET IN CONTACT

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## PERSONAL DETAILS

- Total Experience: 8 Years
- Current Location: Kolkata
- Date of Birth: Apr 06, 1994
- Gender : Male
- Marital Status : Married

## SKILLS

- Communication Skills
- Multitasking
- Leadership Skills
- Active Learning
- Time Management Skills
- Invoice Verification
- Invoice Processing
- Master Data Management
- Cash Applications
- Billing Collection

## TECHNICAL SKILLS

- SAP GUI
- JD Edwards
- Kofax Total Agility

## LANGUAGES KNOWN

- HINDI
- ENGLISH
- BENGALI
- ASSAMESE

## PROFILE SUMMARY

Detail oriented accounts payable specialist with 8+ years' experience effectively managing Cash Application (Order to Cash), Invoice Validation and Master Data Management process and knowledgeable about related practices, regulations, and strategies to maximize efficiency. Exceptional abilities in conducting research, problem-solving and prioritizing simultaneous tasks. Looking forward to work in an even more challenging environment that allows me to make the best use of my skills and have the scope for advancement.

## EDUCATION HISTORY

### Graduation

Course	B.Com(Commerce)
College	Golaghat Commerce College, Golaghat
Year of Passing	2015
Grade	55%

### Class XII

Board	Assam
Medium	English
Year of Passing	2012
Grade	60-64.9%

### Class X

Board	Assam
Medium	English
Year of Passing	2010
Grade	50-54.9%

## WORK EXPERIENCE

Jan 2023 to Present

### Cash Application Specialist at Capgemini

- Work in daily activities Bill of Exchange (BOE), BOE

## SOCIAL LINKS

- <https://www.linkedin.com/in/bhola-paul-5411521b1>

- clearings and EFT in SAP GUI.
- Resolved customer payment discrepancies and boosted retention by offering through problem solving idea and active listening.
- Handled the most critical payments, write off, trade promotion, dispute and performed critical activities.
- Monitor and balance the daily receipts and adjust workflow accordingly and process all payment before TAT.
- Preparing weekly and monthly basis reports.
- Performed in-depth process reviews, analyses, and evaluations to aid continual evolution and growth.

Feb 2020 to Jan 2023

### **Cash Application Specialist at Tata Consultancy Services (TCS)**

- Work in daily activities Bill of Exchange (BOE), BOE clearings and EFT in SAP GUI.
- Resolved customer payment discrepancies and boosted retention by offering through problem solving idea and active listening.
- Handled the most critical payments, write off, trade promotion, dispute and performed critical activities.
- Monitor and balance the daily receipts and adjust workflow accordingly and process all payment before TAT.
- Preparing weekly and monthly basis reports.
- Performed in-depth process reviews, analyses, and evaluations to aid continual evolution and growth.

Feb 2018 to Feb 2020

### **Accounts Payable Specialist at Tata Consultancy Services (TCS)**

- Ensure the timely and accurate validation of invoice data captured during the scan process using Kofax Total Agility with a minimum of 280 invoices cleared through Kofax Total Agility per day.
- Manage backlog of batches to ensure that SLA is met.
- Review invoices for required data elements and communicate with vendors when some details missing.
- Handled the quality part and queries for the team.
- Also, I give training to the new associates.
- Carefully reviewed each invoice and requisition for payment, resolving errors prior to processing.
- Attended team meetings to discuss issues, priorities and hold invoices, improving department operations.

Apr 2016 to Feb 2018

### **Master Data Management Specialist at Tata Consultancy Services (TCS)**

- Creating and maintaining Vendors, Employees, and Clients Master data and insurance updating.
- Optimized team training and staff development.
- Administering and maintaining accurate data and error

reports.

- Developed and updated databases to handle customer data.
  - Ensuring that vendor and client information is set up correctly.
  - Resolved customer queries and problems using effective communication and providing step-by-step solutions.
  - Handled the quality part and queries for the team.
  - Handled the most critical scenario and performed critical activities as processor.
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## **OTHER INTERESTS**

- Watching WWE
  - Cricket
  - Listening Song
  - Travelling
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## **HEADING HERE**

### **Accomplishments at TCS:**

Awarded 3 times BPS Star Performer Award for performing outstandingly and 2 times Service & Commitment Award.

### **Declaration :**

I hereby declare that the facts given by me in the above are true, complete, and correct to the best of my knowledge and belief.