

VINOD SINGH RATHORE

US Accounts - Accounts Payable

CONTACT

9340444831

vinodrajput9340@gmail.com

D-18 Girnar City, Mhow

PROFILE SUMMARY

A detail-oriented accountant with expertise in accounts payable, financial analysis, and vendor management. Skilled in invoice processing, payment optimization, reconciliation, and compliance, I ensure smooth financial operations and strong vendor relationships. Committed to enhancing efficiency and supporting strategic growth.

EDUCATION

2019-2021

PRESTIGE INSTITUTE OF
RESEARCH AND MANAGEMENT

- Master of Business Administration

2017 - 2019

RENAISSANCE INSTITUTE OF
PROFESSIONAL STUDIES

- Bachelor of Business Administration

SKILLS

- Accounts Payable Management
- Invoice Processing & Verification
- Vendor Management & Reconciliation
- Payment Processing & Approval Workflow
- Expense Coding & GL Accounting
- Compliance & Audit Support
- Fin-tech & Banking
- Problem Solving
- Analytical Skills
- Accounting
- Proficient in Excel
- MS Office Suite
- Sales

WORK EXPERIENCE

Knowcraft Analytics Private
Limited

2023 - 2025

Associate - US Accounts (Accounts
Payable)

- invoice Processing - Review, verify, and process invoices for payment.
- Vendor Management - Communicate with vendors to resolve discrepancies and ensure timely payments.
- Payment Processing - Prepare and process payments via bank transfers, or online platforms.
- Reconciliation - Match invoices with purchase orders and receipts for accuracy (3-way matching).
- Approval Workflow - Route invoices for managerial approval as per company policy.
- Compliance & Audits - Ensure payments comply with company policies and assist in audits.
- Aging Report Monitoring - Track outstanding invoices and manage due payments.
- Process Improvement - Identify opportunities to enhance efficiency in invoice processing.
- Month-End Closing - Assist in closing AP accounts by reconciling transactions and preparing reports.

TaskUs, Inc.

2022 - 2023

Teammate (Fin-crime analyst)

- Identified and assessed potential financial crime risks to safeguard the organization.
- Collaborated closely with the team to implement risk mitigation strategies.
- Maintained accurate transaction records to ensure transparency and compliance.

HOBBIES

- Playing Football
- Playing Guitar
- Art and Craft

LANGUAGES

- English: Fluent
- Hindi: Fluent

ICICI Bank

Deputy Manager

- Identified and pursued new sales opportunities to drive business growth.
- Managed daily operations to ensure smooth business functioning.
- Expanded and strengthened the channel network for increased reach.
- Developed new markets to enhance business presence.
- Built and maintained strong relationships with corporate partners for long-term success.

2021 - 2021