

Raghunath Govindu

govindhu.raghu03@gmail.com

Mobile : +91 7899957459

EDUCATION :

Sri Venkateshwara University

Bachelor of Science (B.Sc)

Tirupathi, Andhra Pradesh

TECHNICAL SKILLS:

- Microsoft Suite (MS Office, MS Word, PowerPoint, Outlook)
- Accounting Software: SAP
- Accounts Payable
- Data Entry
- Invoice Processing
- Oracle Fusion
- ERP

WORK EXPERIENCE:

Rez Next Global Solutions Private Ltd.

Bangalore, India.

Accounts Payable Associate

Nov'22 – Present

- Responsible for various activities in Accounts Payable and Purchase Order.
- Updated the PO and Invoice trackers.
- Dropped mails to PO requestors to confirm whether PO needed to be extended or close.
- Good Knowledge in creating the Requisition and Purchase Orders in Oracle Fusion.
- Processed Invoices, Debit memos and Payments.
- Resolved the Suppliers and Invoice related queries within SLA time.
- Performed the Accounts Payable month-end related activities.

Personal Details:

Father : Govindu Venkatesh
DOB : 03 April, 1997
Sex : Male
Religion : Hindu
Nationality : India
Marital Status : Single

Languages known:

English – Fluent
Telugu – Expert

Address:

#0-39,
Nalasanapalli,
Gangavaram,
Chittoor,
Andhra Pradesh – 517408.

Awards:

- Star Performer for maintaining 100% quality over a period of time.
- Received appreciation mails from Project Manager for on-time report submissions
- Received team award for smooth and successfully earned closures.

Declaration:

I hereby declare that all the details furnished above are true and correct to the best of my knowledge.

Place : Bangalore

Sign : G Raghunath