

GOVINDHU RAGHUNATH

EMAIL ID:raghunathgovindhu@gmail.com, Mobile No :(+91) 9182745142

Career Objective

Seeking a Challenging career in as a continuous learning curve in Finance and accounts or operations that serves opportunity to work with an organization of repute that provides me an opportunity to get an exposure to new areas and gives me a challenging environment

Professional Summary

An accounting professional with 2 years of experience in the field of P2P General Accounting and Accounts Payable, Proven capacity of improve and maximize overall business and financial function integration through effective communication processes. An experienced self-starter, team player and problem solver with keen attention to customer needs and details.

Academic Profile:

- ❖ DEGREE:- B.com(Commerce) – SRI VENKATESWARA UNIVERSITY, (71%) 2021

SAP Technical skills

- ❖ **Primary skills** : SAP FI (GL, AP & AR)
- ❖ **Secondary skills:** MS Office & MS Excel, Outlook.

Working Experience

Project 1:

Company Name : Cognizant

Designation : Process Associate

Duration : 04-11-2022 to till date

Roles & Responsibilities :

- ❖ Process all invoices assigned within the required turnaround time.
- ❖ Processing 2 way and 3 way (PO and Non PO) invoices.
- ❖ Processing of subsequent debit and credit based on the client request.
- ❖ Handling suppliers and buyers queries and ensuring that all the queries have to be resolved with in specified SLA.
- ❖ Processing all records received in workflow.
- ❖ Monitor and handle.

- ❖ Contribute to service level Agreement by achieving stated productivity and accuracy goals on a daily basis.
- ❖ Handling urgent requests.
- ❖ Handling critical vendors.
- ❖ Participate in weekly calls with Mailbox clients to resolve process related issues.
- ❖ Auditing and verifying of all processed invoices.
- ❖ Preparation of Productivity report.
- ❖ Handling logistic vendor (Self bill).
- ❖ Training to the new joiners and support them in the process.
- ❖ Discount entry.

Month end Activates_(WD-2 to WD+3)

- ❖ Check the any transaction pending and unissued.
- ❖ Any Outstanding Aging invoices fill the report.
- ❖ Down load the all report relating to the particular Month.

Achievements

- ❖ Received **Project Star Sward** for 2 consecutive years.

Personal Information

- ❖ Date of Birth : 03/04/1997
- ❖ Nationality : India
- ❖ Gender : Male
- ❖ Marital Status : Unmarried
- ❖ Language Know : English, Telugu & Hindi.

Declaration

I hereby declare that the above-mentioned information is correct to best of my knowledge and belief.

Place: Bangalore

Date:

(GOVINDHU RAGHUNATH)