

Resume

Praveen R. Katageri

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Career Objective:

Seek a position to utilize my knowledge, aptitude & skills in Finance and accounting domain. Constantly upgrade myself in latest solutions and strive to achieve self-realization, serve for accomplishment of organizational goals & objectives.

Professional experience: Total 10 years of experience in Accounts Payable

Highlights

- Successfully completed the Transition of Accounts Payable (Invoice process/Payment)
- Vendor set up & reactivation -SAP
- Vendor account reconciliation -Reporting (Daily, Weekly & Monthly)
- Open PO analysis -GR/IR Reconciliation
- PO & NPO Invoices posting -Completed Six automation projects.

IPG MediaBrands

- **Duration:** -2nd May 2023 to till date
- **Designation:** - Senior Executive
- **Process:** - Accounts Payable

Job Responsibilities

- Successfully completed the Transition of Accounts Payable (Invoice process/Payment)
- Handling team in absence of team lead.
- Attending daily/Weekly calls with team and stakeholder to get resolved the issues
- Vendor account reconciliation
- Working on various tools like SAP, Prisma & BI Tools
- Invoice processing -PO and Non-PO (2Way & 3Way match)
- Research and resolved all payment related issues
- Reporting Daily, weekly and monthly.
- Monthly activity (Dashboard, GR/IR reconciliation)

NielsenIQ Indian Pvt Ltd

- **Duration:** -15th Jan 2021 to 14th April 2023
- **Designation:** - AP Associate (Band 8)
- **Process:** - Accounts Payable

Job Responsibilities:

- Handling team in absence of team lead.
- Invoice processing -PO and Non-PO (2Way & 3Way match)
- Working on various tools like SAP, TAP, Blackline and BI Tools

- Research and resolved all payment related issues
- Attending daily/Weekly calls with team and stakeholder to get resolved the issues
- Worked on GR/IR reconciliation
- Open PO analysis and taking action accordingly
- Reporting Daily, weekly and monthly.
- Completed Four Automation projects.

Integrative system Ltd

- **Duration:** - 13th Aug 2018 to 9th Jan 2021
- **Designation:** - Senior Analyst
- **Process:** - Accounts Payable

Job Responsibilities:

- Setting up vendor accounts and reconciling statements
- Timely checking and accurate processing of invoices
- Invoice processing (PO and NPO)
- 3-Way matching (PO, GR and IR)
- Efficiently process vendor invoices and maintain up-to-day system
- Coordinate approval processes of all the accounts payable invoices
- Research and resolved all payment problems
- Identifying invoices that are overdue or have not received
- Able to deal with a large amount of invoices

Infosys BPM Ltd

- **Duration:** - 17th March 2014 to 10th Aug 2018
- **Designation:** - Assistant Accountant
- **Process:** - Accounts Payable

Job Responsibilities:

- Have worked on various queues like- Indexing (PO and NPO Invoice) and 3-way matching, Check request, AP Info and Uploads, Check Void & Reissue, Wire payments and Special Mailing Queue etc.
- Research on missing/incorrect payments reported by onshore
- Worked on various tools like –SAP, VIM and Doculink.
- Using T-codes like MIRO, FB60, XK03, ME23N, FBL1N, FB03, OAWD and FCH1 for posting & reviewing payments
- Vendor master data maintenance (Setup/re-activations/Address changes)
- Taking care of SLA's and customer queries
- Aid to team members in various queues
- Sending various reports to onshore/internal management on daily and monthly basis
- Part of process improvement team for doing projects

Achievements:

- Completed Six “Automation projects”.
 1. NPO Invoice posting
 2. Daily reports
 3. Open PO reports
 4. Work list pending report
 5. Backlog report
 6. Work allocation report
- Received multiple awards for the consistent high performance and achieving SLAs (Production and Quality)

Academic Profile:-

Course	Board / University	Year of Passing	Percentage
B. Com	Karnataka University Dharwad	2012	59.00%
M.com	Kuvempu University Mysore	2017	55.12%

Personal Details:-

Name: Praveen Ravasab Katageri

DateofBirth:18th November1990

Languages Known: English, Kannada, Hindi& Marathi.

Marital Status: Married

Hobbies: Playing Volleyball, Cricket etc.

Address: S/o Ravasab R. Katageri

At Post: Laxmi Nagar,Ugar-Khurd-591316

Tal: Athani, Dist. Belgaum.

Declaration:

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

(Praveen R. Katageri)