

Pls. give
your photo

NAVEEN KUMAR BOHRA

Result-oriented professional with a proven record of achievement in conceiving & implementing ideas that create value for organization; targeting senior level assignments in **Invoicing, Helpdesk & Payment Processing /AP** preferably in **Pune**

9860191657 naveen_bohra41@yahoo.com

Key Skills

Payment Processing

Internal Audits

Accounts Payable

AP to GL Reconciliation / Journal Posting

Leading Team

Month-end Closing

Process Improvement

Team Building & Leadership

- Qualified **MBA (Finance) / PGDM (Marketing) / GNIIT (MIS)** with **nearly 14 years of rich experience** in Leading Team experienced in **Payment in SAP with Invoice Processing, Audits and Accounts Payable**
- Possess a strong record of contributions that invigorated payment processing, heightened productivity & enhanced internal controls:
 - Ensuring that all payments are made to suppliers within stipulated timeframe and managing accounts payable as per norms
 - Preparing reports, documenting & posting complex journal entries and processing invoices, receipts & payments as required
- Gained hands-on experience in **SAP, Pronto, Westpac, Maple, Oracle, CITI & Mark View** for invoice processing, internal audits & payments.
- Proven track record of establishing **processes & SOPs**, streamlining workflow and creating environment to enhance productivity
- Acknowledged for **coaching & mentoring team members** to achieve resource wise productivity optimization
- Quick learner with **excellent communication, analytical & organizational skills**; well organized with a track record that demonstrates self-motivation & creativity to achieve corporate goals

Career Timeline

Aug'13 – Mar'18:
Eaton Corporation
as Associate
Analyst



Nov'10-Aug'13:
WNS Global
Services (P) Ltd.
as Sr. Financial
Associate-Ops

Since – Apr'18:
Johnson Controls
as Team Lead

Education

- **MBA in Finance** from YCMOU, Nashik in 2010
- **PGDM in Marketing** from ASOM, Pune in 2010
- **BBA** from J.N.V.U., [Jodhpur](#) in 2008
- 12th (Commerce) from Maheshwari School, [Jodhpur](#), affiliated to Rajasthan Board in 2005
- 10th from Maheshwari School, [Jodhpur](#), affiliated to Rajasthan Board in 2003

Certification:

● NCFM Certification in Basic Module

Soft Skills



Change Agent



Collaborator



Communicator



Motivator



Planner

Work Experience

Johnson Controls India Pvt Ltd. As Team Lead

Since Aug'13: Eaton Corporation, Pune as Associate Analyst

Nov'10-Aug'13: WNS Global Services (P) Ltd., Pune as Sr. Financial Associate-Ops



Role:

- Successfully transition of payments process from IBM in Gurgram, Apr'19.
- Successfully transition of payments process from TYCO ADTI in Gujarat, May'18.
- Running CRR and ensuring that findings / recommendations (made during the course of audit) are promptly communicated to management.
- Working on accounts payable involving invoice processing, monthly invoice audit, AP payment file creation, research on past due balance / payment reconciliation and other activities
- Controlling payments to vendors to ensure that payments are accurate and finalized within appropriate time frame.
- Conducting research on vendor information & issues that may arise between contracts and invoiced amounts or remittance details; correcting errors to ensure payments are made within contracted time period.
- Participating in various monthly closure processes like recording of journal entries and account reconciliation
- Resolving issues, preventing in-accurate posting and communicating the issues / potential solutions to appropriate party to minimize re-occurrence.
- Registering non-PO invoices /transactions in Oracle
- Facilitating month-end activities support
- Running the scheduled payments batches on a regular basis
- Preparing MIS (Daily Invoices Count Report & Quick Check Report) on daily basis
- Acting as AP Vendor Administrator:
 - Resolving queries of employees and suppliers/vendors
 - Formulating Monthly Accrual Report
 - Updating &scanning the documents / invoices in the system
 - Liaising with clients, Onshore Team and Payment Team

Highlights:

- Awarded best employee of the team from Director in Nov'19.
- Appreciated from senior management for higher productivity & accurate maintenance in a month; bagged **Best Team Performer Award** for AP process from Vice President in 2012
- Implemented several measures to identify deformities or abnormalities like internal SOX audits.
- Recognized for increasing in-process capability by implementing [Weekly Audit \(SOP creation\)](#); appreciated for the same
- Pivotal in streamlining processes through measures such as [set guidelines on day to day basis \(Monthly Agenda\)](#)

Trainings

Jun'09-Aug'09: PepsiCo, Jodhpur as Management Trainee (*Marketing Department*)

Key Result Areas:



- Managed the direct selling of different products across various outlets of PepsiCo
- Developed healthy business for the company

Jun'07-Jul'07: Saras Dairy, Jodhpur as Management Trainee



Key Result Area:

- Performed market research for evaluating the market share of the organization

IT Skills

Programming Language: C++

RDBMS: MS SQL 2000 &2005 (Features)

Others: VB.NET (Crystal Reports), HTML &Oracle (Basics) and Tally (Basics), Pronto, Maple, Westpac, Citi

Date of Birth: 31stAugust 1987

Present Address: Anjana Apartment, Opp. Bharat Petrol Pump, Bhekrai Nagar, Phursungi, Pune – 412308

Languages Known: English, Hindi, Marathi and Rajasthani