# CURRICULUM VITAE

**NAVEEN KUMAR C.G**

No. 64/1, 2nd Cross, 7th Main Road,

7th Block, BSK 3rd stage,

Guru raja Layout,

Bangalore-560085

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| Objective: - |

To work in a progressive and challenging environment which demands extra analytical skills accelerating my career growth where I can enhance my skills and potentials to the best and exploit them to create new avenues.

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| **Experience Details: -** |

* Worked at **ITC Infotech Pvt Ltd** as Finance Analyst from Jan 2017 to Feb 2018.
* Worked at **Accenture Services Pvt. Ltd** as Process Lead in Accounts Payable Team from Jan 2013 to Aug 2016.
* Worked at **Capgemini India Pvt. Ltd** as Process Associate in Accounts Payable Team from February 2011 to November 2012.
* Worked at **CoreLogic** as Process Analyst from Sep 2008 to Dec 2010.

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| Roles and Responsibilities: - |

* Processing of invoices like PO Invoice and Non-PO Invoice in **SAP** application.
* Handling Travel and expenses **(T&E)** of invoice and paying them in every payment run.
* Responsible for Month end closing and preparing vendor reconciliation statement.
* Uploading EDI (Electronic Data Interface) invoices in SAP system.
* Handling GMB (General Mail Box) mail and maintaining the GMB report.
* Working with Internal Query handling team to avoid unnecessary/incorrect queries to business unit regarding the Invoice processing.
* Attending clients weekly and monthly calls. Rising of VMD requests.
* Coordination for production planning and meeting of deliverables/Service Level Agreement (SLA) on a daily basis.
* Responding queries and interacting with the Clients to resolve issues.
* Performing quality Check to reduce internal errors and provide good quality to all our deliverables.
* Working with team and helping them to have smooth month end closures by processing all the invoices.
* Provide training to new joiners and updating the desk procedures regularly.
* Conducting refresher training on monthly basis (New updates, production and error details)

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| Reporting and Analysis: - |

* Preparing revenue report on monthly basis and preparing Timesheet defaulters report on weekly basis.
* Preparing RCA (Route cause analysis) for the vendors why the invoices payment delayed.
* Preparing daily SLA report of team and Maintaining Error Log report.
* Preparing Duplicate report and confirming the status to the clients on weekly basis.
* Preparing Price Variance Report and confirming the status to the clients on weekly basis.
* Maintaining daily productivity report and QC report.
* Preparing Operational Excellence chats on weekly and monthly basis.
* Dealing with vendors with regards to the open statement of the invoice through mails and confirming the status of the invoice payments.
* Preparing OTV (One Time Vendor) report and updating the Bank details of OTV vendor for posted invoices.

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| Career Profile: - |

* Effective team player and managing with excellent interpersonal & communication skills
* Creative and insightful, with strong writing and communication abilities.
* Good & quick learner of skills & market trends. Target oriented and always meets deadlines effectively.
* Excellent Analytical Reasoning, Visualization, Creative and Imaginative skills.

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| Notable Achievements: - |

* Awarded as Best performer with 99.99% accuracy for two times in FIC.
* Awarded as Star performer for 4 times in Capgemini for processing a greater number of invoices with good accuracy.
* Received Quarterly Award in Capgemini for consistent performance.
* Received 3 times NUMURO AWARD in Accenture for processing a greater number of invoices with good accuracy and improving the process with submitting ideas.
* Awarded as Star of the month in Accenture for processing a greater number of invoices with good accuracy.
* Successfully migrated SAP System HK2 to P93 and System P93 to R93.

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| Educational Qualification: - |

* M.Com from Karnataka State Open University with Aggregate of 61.00%
* B.com from APS College of commerce, Bangalore University in 2008 with Aggregate of 69.89%.
* Pre-University Course (Commerce) from APS College of commerce, Bangalore University in 2005 with aggregate of 70.67%.
* SSLC from Kamala Nehru Patashala in 2003 with Aggregate of 44%.

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| Technical Skills: - |

* SAP ECC 6.0 (FICO) and Tally 2.7
* Windows XP, MS-DOS,
* MS Office
* Oracle 8i & Visual Basic
* Typing speed of 35-40 with 99% accuracy

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| Personal Details: - |

Date of Birth : 11/02/1988

Father’s Name : Gangaiah.G

Marital Status : Single

Gender : Male

Languages Known : English, Kannada, Hindi and Telugu

Nationality : Indian

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| Declaration:- |

I here by declare that the above given information is true to the best of my knowledge.

**Date:**

**Place: Bangalore** **(NAVEEN KUMAR C.G)**