Resume

Dinesh Chander Garakoti

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# **Summary**

My name is Dinesh, and I 'm currently looking for a job in finance sector. I have more than 6 years experience of multinational companies. I have master degree in finance. I consider myself a good speaker, and I have a good sense of humor. I am quick learner and dedicated for my work.

# **Education**

University of Meghalaya

## **2014 - 2016**

MBA (Finance)

# Delhi University

## **2007 - 2012**

Bachelor of Commerce

# Central Board of Secondary Education

## **2005 - 2007**

10+2

# **Skills**

# SAP, Microsoft Dynamics 2012 & Tally ERP 9, MS Excel, MS Office, Outlook.

# **Experience**

**K.K. SANSI & CO. CHARTERED ACCOUNTANTS**

## **2009 - 2012**

**Internal Auditor**

* + Checking of Books maintained on Tally Erp9 software. Including Cash, Bank Reconciliation.
  + Data entry of purchase and sale invoices.
  + Make weekly Audit reports for Directors.

# **Languages**

English & Hindi

# **Interest**

Music, Singing & Travelling

# **Hobbies**

Surfing Internet & Playing Cricket

# **Nationality**

Indian

**Address**: - E-27/A Street no.10,

Subhash Vihar North Ghonda  
Delhi, Pin code- 110053

**Contact no**: - +91-9999373114,   
+91-7982260184

Email: - chanderdinesh28@gmail.com

**Social Profile**   
**LinkedIn:** https://www.linkedin.com/in/dinesh-chander-18554149

**Facebook:** <https://www.facebook.com/dinesh.chandra.5>

# **GENPACT INDIA Delhi IT Park, Shastri Park**

## **2012 – 2014**

**Process Associate**

**Client- Honeywell**, one of the fortunes 500 companies dealing in Aerospace Business, Automation & Control Solutions, Specialty Materials and Transportation.

Process- Accounts Payable of Europe based business units handling a part of AP Process on ERP-SAP.

**Responsibilities**

* + PO and Non- PO Invoice Verification and Booking.
  + Checking buyers queue on SAP.
  + Query Resolution through E-Mails.
  + Direct Debit, Utilities services and Inter Company Invoices Processing.
  + Doing different types of Audit like High Value Invoices, Blocked Invoices, Non-Po invoices, Bill to address invoices Wrongly Rejected Invoices.
  + Reversal and Re-processing of wrong posted invoices.
  + Working on Invoices on which Business have provided resolutions. Reporting & E-Mailing to senior managers.

**Achievements**

* + Received Appreciations on E-Mails directly from the Client and higher management many times.
  + Received 21000 Cheers points for good work done in the process. Received Appreciation letter from Genpact.
  + Received Bravo Award from the Client twice.

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# **Samsung Data System India Pvt, Ltd**

## **2014 – 2015**

**Senior Executive**

**Responsibilities**

* + Complete all documentation of accounts receivable invoices and detailed information with the hard copy.
  + Checking documents for ocean and air freights for customs clearance.
  + Submission of import services Accounts receivable invoices to Samsung India Pvt Ltd.
  + Handled customer's inquiries and resolved customer's complain.
  + Compile tracking and reporting to Samsung SDS and Samsung India Pvt.Ltd management team.

# Currently associated with **EXL Service.com (India) Pvt.Ltd from 2016**

**Senior Executive**

Operation in Accounts Payable (Travel & Expense) on Microsoft Dynamics AX 2012.

**Client**- Omnicom is an inter-connected global leader in media communications over 5,000 clients in more the 100 countries dealing in marketing solutions spanning brand advertising, customer relationship management (CRM), media planning and buying services.

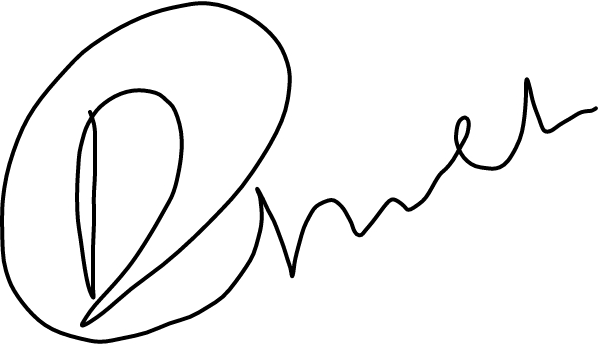
**Responsibilities**

* + Processing Travel & Expense claims of 7 agencies as per the SLA.
  + Query Resolution through E-Mails.
  + Handling employee’s inquiries and resolved them ASAP.
  + Handling Travel & Expense mail box of major agencies AMV-BBDO & PRX-LDN.
  + Preparing payment files and batches in system of employee’s claims.
  + Uploading payments files on bank portal and send it for payments.
  + Travelex card upload and unload as per the employee request.
  + Processing of Travelex, moneycorp & petty cash invoices.
  + Reconciliation of Travelex transactions across all the agencies employees.
  + Foreign exchange rates posting against the advances on employee account.
  + Preparing monthly SLA dashboard.

**Achievements**

* Received Monarch Prime time award in Q4 2016.
* Got two certificates for best lean idea.

[E-mail: chanderdinesh28@gmail.com](mailto:chanderdinesh28@gmail.com)



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