

# NEELAM KUKREJA

## BANKING ADVISORY ANALYST

AIROLI - 400708

Maharashtra

+91.9769137047

KUKREJANEELAM888@GMAIL.COM

## PROFILE • ABOUT ME

working as Banking Advisory Analyst for P2P Role . Procurement cycle it will start with requirement planning, the company has to plain requirement then they will request for quotation from vendor, Once vendor give quotation then they will validate and create PO to the vendor and then vendor the supply goods us, then what happen invoice received from vendor will make payment to vendor for goods and services then will enter in system.

## EDUCATION

**commerce, Bachelor of Commerce** ,Completed June 2010

ITMS

Maharashtra

Thane, Maharashtra

## SKILLS

expertise in invoices and payment transactions .

superior attention to detail.

## WORK EXPERIENCE

**Sr.CSR**

June 2013 - March 2014

Serco

Thane, Maharashtra

- Interact with clients through telephonic conversation regarding UAE SIM
- Offer clients information about products or services, account cancellations or renewals, opening new accounts.
- Enter or take orders from clients.
- Obtain complaint details.
- Record inquiries, transactions, interactions, complaints, and comments of clients and taking action accordingly.
- Ensure that the necessary changes are implemented to resolve the complaints and queries of clients.

**Sr.CSR**

March 2015 - June 2016

Hansa direct

CBD, Maharashtra

- Contact prospective customers by both telephone and email for mahindras perosnal vehicles
- Market Research to develop warm leads
- Vet lead list for warm and cold leads
- Identify prospects that fit the target demographic
- Use product knowledge to showcase the solutions that our company can offer to prospects

- Up sell additional products as need arises
- Use database, CRM, or other software to track progress with new prospects
- Report weekly sales goals and objectives to regional leaders
- welcome and onboard them those who are purchasing new vehicles
- Maintain contact with existing clients to make sure they are satisfied and request referrals.

**Banking Advisory Analyst**

September 2017 - Current

Accenture solutions

Airoli, Maharashtra

- Raising purchase orders using SAP, working with approvers to ensure PO's are released in a timely manner and within the agreed timeframes.
- Working with Finance to ensure the Purchase order approval matrix is kept up to date and communicated to all who need it
- Accurate maintenance of P2P Team records; produce regular reports on the demand/input through the Team and presenting at Team meetings
- Ensure that invoices are processed quickly and efficiently and working with Accounts payable/Finance to resolve any queries as required to ensure that the Credit Rating for business is not impacted by late payment of invoices

**DECLARATION**

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I, Neelam Kukreja, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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**Neelam Kukreja**

AIROLI, Maharashtra