**T Kiran mai**

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Phone: +91-7019123866

**Ablilty : Quick Learner**

**Anaplan course**

**PROFILE SUMMARY**

* Professional offering **of experience in Operations, Procurement, Invoice Process, P2P, Vendor Management**
* Capable of **issuing Purchase Orders, Purchase Cost reduction, Account Payables & Material Management**
* Skilled in **Oracle & JDE Application**, supplier performance enhancements, lead time improvement and integration of price, quality, inventory positioning & operational considerations
* Skilled to manage **logistics operations within deadlines, ensure safe delivery of materials and administer entire materials function**
* Managed processing of **accounts payables invoices, billing and credit notes, reconciliation of customer accounts & credit analysis**
* Collaborative & enterprising leader with excellent planning, analytical, communication & negotiation skills

**SKILL SETS**

**Operations Procurement Logistics Management**

**MIS & Reporting Accounts Payables Cost Reduction Initiatives**

**Quality Management Investment Banking Invoice Process**

**ORGANISATIONAL EXPERIENCE**

**Jun’15 to July’16 with WNS Global Service, Chennai as Ops Associate**

**Project:** Inchcape Shipping Service “Operations”

**Highlights:**

* Tracking Open voyage to close as per TAT.
* [To](http://2.to) scrutinize the accuracy of the invoices with the available port Tariffs, Services rendered and agency agreements. If any discrepancy is observed than query shall be raised to revise the invoices.
* To post the vendor invoices in the system correctly, taking almost care of taxes in the vendor invoices.
* Recommended the implementation of a tracking form for short-paid invoices, eliminated supplier invoice resubmissions to increase the efficiency of the Accounting Department
* Evaluated vendors on a periodic basis and implemented quality process.
* Tracking Invoice from Port agenct to post invoice.
* Evaluvate the DA for the Ops QC and GDC QC.
* Generated FDA in line with the principal specifications; performed quality check of FDAs that are generated by the team and dispatched the FDAs to principal after quality sample is completed
* Followed up and collect invoices from Port Authorities & External Vendors for the services rendered to reduce the open voyage.
* Dispatch the FDA as per the principal DA instruction.

**March’22 Present with CONCENTRIX, Bangalore as Content Moderator**

**Project:** Application Review as per Client project roles and responsilities.

Reviewing all cluster and upgrading to daily policies which are content moderator skills and ability to learn fast

**Course apart from job role ANAPLAN for financial upgrading.**

**IT SKILLS**

* PGDCA : Windows and MS Office.
* Programming Languages : C, CPP, HTML.
* Tools and applications : TALLY 9.0, visual basic.
* Data base  **:** Oracle.

**ACADEMIC DETAILS**

* MBA in Finance KLM College JNTUA University in 2012
* BCom computers from Sri Saila Bramarambica Degree College SKU in 2010
* 12th from Sri Saila Bramarambica Inter college in 2007
* 10th from KENDRIYA VIDYALAYA in 2005

**CERTIFICATE COURSES**

* Achieved THE BEST YOUNG MANAGER Award in finance National management meets in Balaji College for pajwala 2k12.
* Got first prize in promo venation (add game-marketing) district level competition and received applauds in Vasavi college.
* Got much recognition in newspapers for bagging first place in academics in intermediate, degree and in MBA Course.
* Got first prize in KLM College GD, debate, seminar and just a minute.
* Stood First in the debate 'GLOBAL RECESSION' conducted at KLM College Kadapa.
* Participated at S.V.University and Yogi Vemana University and in many college management events. Participated in Technofest-2K10 Seminar 'Marketing in 21st Century' paper presentation in KLM College.
* Got Good performance in Painting Contest at THE NATIONAL ACADEMY FOR ART EDUCATION and participated in sports and cultural events.
* Event organizer in all school and college annual day functions and other technical events and Formal meetings society member in KV organizing different sessions.

**PERSONAL DETAILS**

**Date of Birth:**  26th June 1989

**Languages:** English Hindi,Telugu

**Address** D.no-45/2,

Ventakeshwara nagar,

Marathalli,

Bangalore

hereby declare that all information provided above is true to the best of my Knowledge

Yours faithfully

T Kiran mai