

Ganesh PS

115 Koundinya Nilaya, near virupakshapura Arch,
Virupakshapura, kodigehalli
Sahakara Nagar, Bangalore – 560092
E-mail: ganeshpsk897@gmail.com
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EDUCATION

MASTER OF BUSINESS ADMINISTRATION – University Of Mysore
Acliv Technology and Management Academy
Completed MBA in the year 2017 with an Aggregate of 70.04%

BACHELOR OF COMMERCE – Kuvempu University
LB AND SBS COLLAGE Sagar
Completed B.com in the year 2015 with an Aggregate of 82.16%

CLASS 12 – Department of PUE
GOVT. PU COLLEGE Sagar
Completed Class 12 in the year 2012 by securing 86.18%

CLASS 10 - Karnataka Secondary Education Examination Board
GOVT. HIGH SCHOOL ML Halli.
Completed Class 10 in the year 2010 by securing 88.54%

MBA SUMMER INERNSHIP:

Organization Name: Prabhudas Lilladher Pvt. Ltd. Bangalore
Topic name : Product Promotion of Invest Active.

MBA FINAL PROJECT:

A study on equity analysis of automobile sector

OBJECTIVE

To utilize and enhance my skills towards a challenging career in growth oriented and leading organization that will provide opportunities for contributing growth advancement and to reach a position in my career where from I can dispose my capabilities to full benefit of the organization

WORK EXPERIENCE

2 Years and 2 months of Experience in Accounts Payable at First American India Pvt. Ltd as 'Process Associate II'

CAREER ACHIEVEMENTS

- Awarded as ROCKING EAGLE (Best Performer)
 - Awarded as Honey Bees (Best Team)
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ROLES AND RESPONSIBILITIES

Invoice Processing:

- Match and validate invoices against Purchase Order data
- Process both PO and Non PO invoices in Oracle R-12
- Responding and taking ownership of any issue relating to day to day activities
- Reviewing the invoices processed by the team members (Quality check)
- Interacting with the team members on all process challenges and issues
- Provide regular updates to the management
- Provide training to the new employees
- Resolving the discrepancy in the invoices (if any) and clearing it for payment
- Perform Root Cause Analysis(RCA) on the errors committed by the team

Supplier Maintenance:

- Supplier Creations Based on W9 Document, Invoices, Vendor Setup forms and Internal Requests.

- Merging Suppliers in case of Duplications.
 - Follow ups with the requestors in case of unavailability of documents.
 - Quality check is performed on Supplier and Site Creations.
 - Providing On Floor Support for Clarifications.
 - Training given to new employees.
 - Active participation in Team Quality Meetings.
 - Working on Special projects as and when requested by On-Shore Team.
 - Act as a chain link between client and vendor
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ADDITIONAL SKILLS

- MS- office, Advance excel, ORACLE
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PERSONAL DETAILS

NAME	: GANEHA PS
DATE OF BIRTH	: 04 th Feb 1995
GENDER	: Male
FATHER NAME	: SATHYAPPA
PERMANENT ADDRESS	: # 115 Koundinya Nilaya, near virupakshapura Arch, Virupakshapura, kodigehalli Sahakara Nagar, Bangalore – 560092
NATIONALITY	: INDIAN
LANGUAGES KNOWN	: Kannada, English, Telugu, and Hindi.
HOBBIES	: Playing Cricket and Volleyball.
MARITAL STAUS	: Single

I hereby declare that all the above statements furnished in this application are true and correct to the best of my knowledge and belief.

GANESHA PS