

CURRICULUM VITAE

Rajshekhar.K.K
#493 Near SHK Hall
Vijay Nagar-76
BANGALORE

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Career Objective:

To obtain a position that will enable me to use my professional skills, strong organizational skills and ability to work well with the people. To seek a challenging career, where I can utilize my strong Financial and accounting skills to grow professionally, hence contributing towards the overall growth of the company.

Educational Summary:

- ✓ MBA (Finance & Marketing) in the year 2012 from Bangalore University (EWCM College)-**60%**
- ✓ B.COM from S.S.Margol degree. College, Shahabad in 2010 -**64%**

Experience:

- Working with EXL Services Pvt. Ltd from September 2015 to Jul 2019. worked as a Senior Process Associate
- Previously worked in Wipro InfoTech Pvt Ltd, Bangalore & Shriram Transport Finance Co Ltd
- Total Experience **5.6** Year

Responsibilities:

➤ EXL Services Pvt. Ltd) Bangalore:

Account Payable (P2P):

- Accurate and timely EDI of all the documents & Validation of scanned invoice matching with all criteria
- Ensure all the Escalations and Generic mail boxes are responded/resolved on time.
- Matching the invoice with Purchase Order,GR&IR note
- Processing of Purchase Order & Non Purchase Orders into the system
- Verification of vendor database and E-Mail of query invoices & reply to the same
- Quality check to avoid duplication/errors and to validate vendor details (Name, address, date, amount, tax code & currency etc.)
- Preparation of Audit, Exception,& Production report on daily basis
- Received Non-PO documents(FI) have approvals that observe with our Schedule of Authorizations and have proper General Ledger codes
- Preparation of processed Non PO Supplier ledger report on daily basis
- Processing of two way PO matching invoice
- Preparation of daily Dashboard & Monitoring AP Open items
- Assigning daily work flow to the team members to ensure to meet the daily SLA target

- Responsibility of handling Cash and Bank Transaction
- Co-ordination and Co-operation in day to day Branch activities
- MIS Reports & Data entry of all loans details & Verification of KYC
- Reconciliation report on weekly basis to check accuracy of amount and invoice number between validation and actual posting is done
- Preparation of Aging report on Weekly basis and submitting to the supervisor.

Achievements:

- I have been awarded multiple "Extra Miler" for month end close
- Part of QCT (Quality circle Team) and Social committee conducting events games for entire Team on a periodical basis and publishing the News letters on a quarterly basis in EXL Services Pvt. Ltd.
- Awarded as the "Best performer" in the EXL Services within a short span of time.
- Awarded as "Hi Saward" twice in the EXL Services Rewards and Recognition Program.
- Awarded as "Best trainer" in R&R program.

Technical Skills:

- Microsoft Office 2013.
- Intermediate MS Excel.
- ERP and Citrix
- Oracle

Soft Skills:

- Good communication skills
- Planning & organizing
- Goal Oriented Individual
- Being confident and Good listener
- Interpersonal and organizational skills

Hobbies:

- Watching Reality Programs and Listening to Music.
- Watching Inspirational and Motivational Speech's.

Personal Information:

Name	: Rajshekhar.K
Guardian Name	: Kashirao.B.K
Date of Birth	: 01st November,1989.
Gender	: Male.
Marital Status	: Single.
Languages Known	: English, Kannada, and Hindi
Nationality	: Indian.

Declaration

I hereby declare that the above furnished details are true up to best of my knowledge.

Place: Bangalore

Date:

(Rajshekhar.K.K).