

Resume

Yogesh Anil Amone

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Objective

Seeking a position of **Senior Analyst** position in a reputed organization where I can use all my knowledge and experience in a better way to benefit the organization.

Experience Details:

- | | |
|------------------------|---|
| 1) Company Name | :- TATA CONSULTANCY SERVICES LTD |
| Duration | :- 20 th Feb, 2014 to Till date |
| Designation | :- Senior process Associate |

Roles and Responsibility:

- Working on Vendor Reconciliation & Hold activity Report
- Invoice processing and Payment activities
- Processing VCR which is received from client for correction
- Handling Clients Emails and corrections

Payment Process & Disbursement activity:

- Responsible for overall payment activities and challenges
- Process daily & weekly check run
- Working on JPMC bank to identify the outstanding payment & Rejected payments.
- Scheduling the payment batches based on the critical supplier, client requirements & Time zone
- Reconciliation vendor statements and provide the detailed information regarding open invoices.

Application Used:

- ERP: SAP, People Soft, Oracle R12, Oracle 11i, Mfg. Pro and CINCOM

Customer Service Center

- Worked in customer service and provided information to the supplier through email on daily basis.
- I analyze the suppliers requirement and always fulfilled the requirement which is been appreciated by the vendors.

2) Company Name :- Mphasis : An HP Company
Duration :- July - 2012 to Jan 2014
Designation :- Transaction Processing Officer

Roles and Responsibility:

- Working for Retirements Plans and Non Retirements Plan Fund and security Transfer
- Cash Management
- Fund Transfer
- Having core knowledge of Citrix module, Siebel, Beta, IBPM.

Extra-Curricular Activities :

- Awarded BPS Star Performer of the year 2016,2017,2018,2019 in TCS.
- Awarded Top Performer of 2013 Year in Mphasis.

Academic Details:

- ❖ B.A | 2011| Sangmeshwar Collage | Solapue University
- ❖ HSC | 2007| Yalgulwar Collage | Pune Board
- ❖ SSC | 2005 | Surwase Highschool | Pune Board

Personal Details:

Father Name : Anil L. Amone
Marital Status : Married
Address : Building no 12,Flat no 12,Yamun Nagar, Pune 44
Languages Known: English, Hindi, Marathi and Kannada.

Declaration:

I hereby confirm that all the details mentioned above are true to the best of my knowledge and information.

Place: Pune

Date:

Signature

