



# PRABHU NAGARAJ

@ prabhubbaca52@gmail.com

8248349198

33/9, Muthunayakar thottam, Sami  
yar medai Street, Irugur, Coimbatore - 641103

## Skills

Good Communication Skills.

Quick Learner and Good  
Interpersonal Skills.

Ready to take responsibility.

Ability to develop, implement  
strategies and plans.

Computer proficiency

Leadership experience

Problem-solving abilities

Collaboration talent

Time management

## Languages

English

Tamil

Kannada

## Personal Details

Date of Birth : 18/07/1995

Nationality : Indian

## Objective

Motivated, goal oriented, good team player, ready to accept challenges willingly. Looking forward to work in a high-profile organization and use my skills to achieve challenging roles.

## Experience

- KG Information Systems Private Limited - Coimbatore ( past 1 year)**  
Team leader - P2P -
- Rupeek Fintech Private Limited - Coimbatore (1.7 years)**  
Sales Manager - Finance and Accounting -
- Premier Evolvics Private Limited - Coimbatore (1 year)**  
Export Invoice processing and documentation -  
Sales and Accounting -
- Tata Consultancy Services (TCS) - Chennai (2 years)**  
Senior Process Associate - Accounts Payable-P2P -  
(Procure to Pay)

## Education

- C.R.R. Matric Hr. Sec School** 2010-2011  
SSLC  
71%
- C.R.R. Matric Hr. Sec School** 2012-2013  
HSC  
68%
- Dr.N.G.P Arts and Science College** 2013-2016  
BBA[CA]  
71%

## Achievements & Awards

- Awarded as star performer in the south zone area for achieved targets.
- E0 & E1 training has been completed and certified for Accounts Payable (Invoice processing, Payments, Vendor management, Credit & Debit balance).
- Rewarded as star performer of the week & month.
- Sports: Achieved as Best Kho-Khoplayer in District Level.

## ★ SIGNIFICANT HIGHLIGHTS

- Indexing and Invoice processing for UK and Europe countries.
- Monitoring the invoice processing team and clarifying their queries.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Maintaining historical records and paying employees by verifying expense reports and preparing pay checks.
- Preparing analyses of accounts, producing monthly reports and continuing to improve the payment process (exports and imports).

#### **TECHNICAL SKILLS**

- Operating System : Windows up to 10
- Package : MS Office, Kingsoft
- ERP : MYSAP, ORACLE

#### **EXTRA-CURRICULAR ACTIVITIES**

- Event organizer in NGPASC technical functions.
- Cricket