

ANILKUMAR

**VENDOR MANAGEMENT
EXECUTIVE L2**

PHONE | (+91) 9739797818

EMAIL | aniiinv97@gmail.com

LOCATION | Mysuru, INDIA

EXPERIENCE | 3 Years 2 Months

Key Skills

- Data Analysis And Reporting
- SLA Management
- Microsoft Excel And Outlook 365
- Incident Management
- Excel
- MS Office
- Month-End/Quarter-End Close Procedures
- General Ledger (GL) Reconciliation
- Escalation Handling

Certification

- Institute Of Cost And Management Accounting (Inter 2nd Group)

Languages

- Kannada
- English
- Telugu
- Hindi

Profile Summary

A proactive professional with over 3 years of experience in vendor management, with a strong focus on the procure-to-pay (P2P) process. Skilled in managing vendor relationships and optimizing supply chain operations. Proven ability to reduce procurement costs and ensure compliance with company policies. Seeking to leverage my skills in vendor and financial management to enhance P2P and operational success.

Work Experience

Vendor Management Executive I2

wipro limited

08/2022 - Present

- * Managed the end-to-end Procure-to-Pay (P2P) process for key accounts, ensuring timely and accurate processing of purchase orders, invoices, and payments.
- * Conducted 3-way matching (purchase order, invoice, and goods receipt) to verify the accuracy of vendor invoices, minimizing payment discrepancies and errors.
- * Collaborated with cross-functional teams to resolve invoice exceptions and improve vendor

performance, resulting in a more efficient and compliant P2P workflow.

* Negotiated new contracts with vendors, resulting in cost savings and improved service level agreements

Internship

Raj & co, 12 Months

* Supported senior auditors in validating financial data and ensuring compliance with regulations, gaining practical experience in data verification, a key component of the P2P cycle.

* Assisted in financial audits and tax consultations, which provided a foundational understanding of general ledger (GL) accounts and financial reporting standards essential for accurate P2P reconciliation.

* Gained hands-on experience in reconciling financial data as part of the P2P cycle, ensuring invoices and payments aligned with financial records.

Education

B.Com - Commerce

2017

Mysore University

Grade - Pass

12th

2014

Karnataka , English

Grade - 70-74.9%

10th

2012

Karnataka , Kannada

Grade - 55-59.9%