

# Resume

## Dinesh Chander Garakoti

### Summary

My name is Dinesh, and I 'm currently looking for a job in finance sector. I have more than 6 years experience of multinational companies. I have master degree in finance. I consider myself a good speaker, and I have a good sense of humor. I am quick learner and dedicated for my work.

### Education

University of Meghalaya

**2014 - 2016**

MBA (Finance)

Delhi University

**2007 - 2012**

Bachelor of Commerce

Central Board of Secondary Education

**2005 - 2007**

10+2

### Skills

SAP, Microsoft Dynamics 2012 & Tally ERP 9, MS Excel, MS Office, Outlook.

### Experience

#### **K.K. SANSI & CO. CHARTERED ACCOUNTANTS**

**2009 - 2012**

##### **Internal Auditor**

- Checking of Books maintained on Tally Erp9 software. Including Cash, Bank Reconciliation.

- Data entry of purchase and sale invoices.
- Make weekly Audit reports for Directors.

### Languages

English & Hindi

### Interest

Music, Singing & Travelling

### Hobbies

Surfing Internet & Playing Cricket

### Nationality

Indian

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**Contact no:** - +91-9999373114, +91-7982260184

Email: - chanderdinesh28@gmail.com

### Social Profile

**LinkedIn:**

<https://www.linkedin.com/in/dinesh-chander-18554149>

**Facebook:**

<https://www.facebook.com/dinesh.chandra.5>

# **GENPACT INDIA Delhi IT Park, Shastri Park**

**2012 - 2014**

## **Process Associate**

**Client- Honeywell**, one of the fortunes 500 companies dealing in Aerospace Business, Automation & Control Solutions, Specialty Materials and Transportation.

Process- Accounts Payable of Europe based business units handling a part of AP Process on ERP-SAP.

## **Responsibilities**

- PO and Non- PO Invoice Verification and Booking.
- Checking buyers queue on SAP.
- Query Resolution through E-Mails.
- Direct Debit, Utilities services and Inter Company Invoices Processing.
- Doing different types of Audit like High Value Invoices, Blocked Invoices, Non-Po invoices, Bill to address invoices Wrongly Rejected Invoices.
- Reversal and Re-processing of wrong posted invoices.
- Working on Invoices on which Business have provided resolutions. Reporting & E-Mailing to senior managers.

## **Achievements**

- Received Appreciations on E-Mails directly from the Client and higher management many times.
- Received 21000 Cheers points for good work done in the process. Received Appreciation letter from Genpact.
- Received Bravo Award from the Client twice.

# **Samsung Data System India Pvt, Ltd**

**2014 - 2015**

## **Senior Executive**

### **Responsibilities**

- Complete all documentation of accounts receivable invoices and detailed information with the hard copy.
- Checking documents for ocean and air freights for customs clearance.
- Submission of import services Accounts receivable invoices to Samsung India Pvt Ltd.
- Handled customer's inquiries and resolved customer's complain.
- Compile tracking and reporting to Samsung SDS and Samsung India Pvt.Ltd management team.

Currently associated with **EXL Service.com (India) Pvt.Ltd from 2016**

## **Senior Executive**

Operation in Accounts Payable (Travel & Expense) on Microsoft Dynamics AX 2012.

**Client-** Omnicom is an inter-connected global leader in media communications over 5,000 clients in more the 100 countries dealing in marketing solutions spanning brand advertising, customer relationship management (CRM), media planning and buying services.

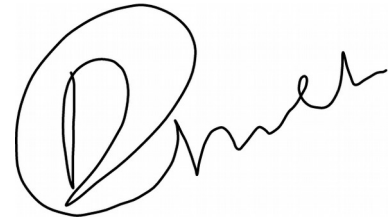
### **Responsibilities**

- Processing Travel & Expense claims of 7 agencies as per the SLA.
- Query Resolution through E-Mails.
- Handling employee's inquiries and resolved them ASAP.

- Handling Travel & Expense mail box of major agencies AMV-BBDO & PRX-LDN.
- Preparing payment files and batches in system of employee's claims.
- Uploading payments files on bank portal and send it for payments.
- Travelex card upload and unload as per the employee request.
- Processing of Travelex, moneycorp & petty cash invoices.
- Reconciliation of Travelex transactions across all the agencies employees.
- Foreign exchange rates posting against the advances on employee account.
- Preparing monthly SLA dashboard.

### **Achievements**

- Received Monarch Prime time award in Q4 2016.
- Got two certificates for best lean idea.

A handwritten signature in black ink, featuring a large, stylized 'D' followed by 'inesh' and 'Garakoti' in a cursive script.

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Dinesh Chander Garakoti