

CURRICULUM VITAE

NAVEEN KUMAR C.G

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Objective: -

To work in a progressive and challenging environment which demands extra analytical skills accelerating my career growth where I can enhance my skills and potentials to the best and exploit them to create new avenues.

Experience Details: -

- Worked at **ITC Infotech Pvt Ltd** as Finance Analyst from Jan 2017 to Feb 2018.
- Worked at **Accenture Services Pvt. Ltd** as Process Lead in Accounts Payable Team from Jan 2013 to Aug 2016.
- Worked at **Capgemini India Pvt. Ltd** as Process Associate in Accounts Payable Team from February 2011 to November 2012.
- Worked at **CoreLogic** as Process Analyst from Sep 2008 to Dec 2010.

Roles and Responsibilities: -

- Processing of invoices like PO Invoice and Non-PO Invoice in **SAP** application.
- Handling Travel and expenses (**T&E**) of invoice and paying them in every payment run.
- Responsible for Month end closing and preparing vendor reconciliation statement.
- Uploading EDI (Electronic Data Interface) invoices in SAP system.
- Handling GMB (General Mail Box) mail and maintaining the GMB report.
- Working with Internal Query handling team to avoid unnecessary/incorrect queries to business unit regarding the Invoice processing.
- Attending clients weekly and monthly calls. Rising of VMD requests.
- Coordination for production planning and meeting of deliverables/Service Level Agreement (SLA) on a daily basis.
- Responding queries and interacting with the Clients to resolve issues.

- Performing quality Check to reduce internal errors and provide good quality to all our deliverables.
- Working with team and helping them to have smooth month end closures by processing all the invoices.
- Provide training to new joiners and updating the desk procedures regularly.
- Conducting refresher training on monthly basis (New updates, production and error details)

Reporting and Analysis: -

- Preparing revenue report on monthly basis and preparing Timesheet defaulters report on weekly basis.
- Preparing RCA (Route cause analysis) for the vendors why the invoices payment delayed.
- Preparing daily SLA report of team and Maintaining Error Log report.
- Preparing Duplicate report and confirming the status to the clients on weekly basis.
- Preparing Price Variance Report and confirming the status to the clients on weekly basis.
- Maintaining daily productivity report and QC report.
- Preparing Operational Excellence chats on weekly and monthly basis.
- Dealing with vendors with regards to the open statement of the invoice through mails and confirming the status of the invoice payments.
- Preparing OTV (One Time Vendor) report and updating the Bank details of OTV vendor for posted invoices.

Career Profile: -

- Effective team player and managing with excellent interpersonal & communication skills
- Creative and insightful, with strong writing and communication abilities.
- Good & quick learner of skills & market trends. Target oriented and always meets deadlines effectively.
- Excellent Analytical Reasoning, Visualization, Creative and Imaginative skills.

Notable Achievements: -

- Awarded as Best performer with 99.99% accuracy for two times in FIC.
- Awarded as Star performer for 4 times in Capgemini for processing a greater number of invoices with good accuracy.
- Received Quarterly Award in Capgemini for consistent performance.
- Received 3 times NUMURO AWARD in Accenture for processing a greater number of invoices with good accuracy and improving the process with submitting ideas.
- Awarded as Star of the month in Accenture for processing a greater number of invoices with good accuracy.
- Successfully migrated SAP System HK2 to P93 and System P93 to R93.

Educational Qualification: -

- M.Com from Karnataka State Open University with Aggregate of 61.00%
- B.com from APS College of commerce, Bangalore University in 2008 with Aggregate of 69.89%.
- Pre-University Course (Commerce) from APS College of commerce, Bangalore University in 2005 with aggregate of 70.67%.
- SSLC from Kamala Nehru Patashala in 2003 with Aggregate of 44%.

Technical Skills: -

- SAP ECC 6.0 (FICO) and Tally 2.7
- Windows XP, MS-DOS,
- MS Office
- Oracle 8i & Visual Basic
- Typing speed of 35-40 with 99% accuracy

Personal Details: -

Date of Birth : 11/02/1988

Father's Name : Gangaiah.G
Marital Status : Single
Gender : Male
Languages Known : English, Kannada, Hindi and Telugu
Nationality : Indian

Declaration:-

I here by declare that the above given information is true to the best of my knowledge.

Date:

Place: Bangalore

(NAVEEN KUMAR C.G)