qqq

**DETAILS**

**\_\_\_\_\_\_\_\_**

**ADDRESS**

Bengaluru

India

**PHONE**

8123245618

**EMAIL**

[visukm22@Gmail.com](mailto:visukm22@Gmail.com)

**SKILLS**

**\_\_\_\_**

Communication

**\* \* \* \* \* \***

Team Coordinating

**\* \* \* \* \* \***

Documenting & Reporting

**\* \* \* \* \* \***

Time Management

**\* \* \* \* \* \***

Basic Knowledge in Tableau

**\* \* \* \* \* \***

**LANGAUGES**

**\_\_\_\_\_\_\_\_\_**

English

Kannada

Hindi

Telugu

**Project Management Tools**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-Monitoring Project management tool 'TASK' (In-house built application).

**KOTEKAL METHUKULA**

**VISWANATH**

Project Coordinator/PMO

**PROFILE**

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Highly organized and detail-oriented Project Coordinator/PMO with 5 Years of experience in planning, executing, and finalizing projects within tight deadlines. Skilled in coordinating cross-functional teams, managing resources, and ensuring adherence to project scope and objectives. Adept at overseeing all aspects of project lifecycle, including initiation, planning, execution, monitoring, and closing. Proven ability to communicate effectively with stakeholders at all levels to drive project success. Seeking to leverage expertise in project management and strong interpersonal skills to contribute to the goals of 10K Info Data solution Pvt Ltd.

**EMPLOYMENT HISTORY**

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**Project Coordinator/PMO - 10kinfo Data Solutions Pvt Ltd** Bengaluru

Mar 2023 to Current

* Manage the day-to-day implementation and monitoring of projects, ensuring adherence to timelines and deliverables.
* Coordinate with Project Manager throughout design, implementation, and testing phases to ensure project milestones are met.
* Provide project administrative support, including minute-taking during project meetings and arranging meeting rooms.
* Monitor and report project status and progress to management, highlighting any issues or risks.
* Coordinate and manage a team of developers, designers, coders, and other professionals working on various web development projects.
* Effectively communicate and manage clients’ expectations throughout the development process.
* Manage project documentations and records, ensuring accuracy and accessibility.
* Compile and update the active project list weekly for relevant stakeholders.
* Prepare resource utilization reports daily and assist with allocation of project resources as needed.
* Assist with project planning and maintain the project calendar.
* Facilitate timesheet compliance among employees, ensuring accurate reporting.
* Preparing and sending daily “Timesheet difference report” and the Actuals Vs Planned difference reports to Exec.
* Preparing Daily, Monthly & Quarterly Excel Dash boards. The key elements of the Dashboard will include pivot tables, Slicers, dynamic charts and auto-shape objects.
* Developed simple Excel macros to automate reporting tasks, resulting in a reduction in time spent on manual reporting.
* Handling generic email-box.

**Analyst in Accounts Payable - Mphasis** Bengaluru

Sep 2015 to Mar 2023

* Accuracy is crucial in AP to ensure invoices, payments, and records are error-free.
* Ability to manage multiple invoices, payments, and deadlines efficiently.
* Proforma invoice Processing.
* Vendor Reconciliation.
* Handling revised invoices received from vendors and providing clarification wherever deemed necessary.
* Strong understanding of basic accounting principles and calculations.
* Ability to reconcile accounts, identifies discrepancies, and resolve issues effectively.
* Clear and effective communication with vendors, suppliers, and internal stakeholders.
* Capability to resolve invoice discrepancies and payment issues promptly.
* Familiarity with accounting software (e.g., Oracle R12, Oracle Fusion) and proficiency in MS Excel for data analysis and reporting.
* Prioritizing tasks to ensure invoices are processed and payments are made on time.
* Knowledge of tax regulations, financial laws, and compliance requirements related to AP processes.
* Collaborating effectively with colleagues in finance, procurement, and other departments.
* Preparing and sending RTV, Vendor reconciliation, Invoice processed and adhoc report to Managements.

**Sr. Process Officer – Msource India Pvt Ltd (Mphasis an HP)** Bengaluru

Feb 2010 to Sep 2015

* Familiarity with brokerage operations, investment products, and financial markets.
* Strong communication skills, empathy, and ability to handle customer inquiries and issues professionally and efficiently.
* Comfort with technology and ability to troubleshoot technical issues related to trading platforms or software.
* Accuracy in processing transactions, maintaining records, and adhering to compliance standards.
* Analytical thinking to resolve customer concerns and address operational challenges effectively.
* Ability to learn quickly and adapt to changes in processes, procedures, or technologies.

**EDUCATION**

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**Master of Computer Application** from JNTU University, Hyderabad with an aggregate of 75% in the year 2008

**Bachelor of Commerce** from SK University, Anantapur with an aggregate of 55% in the year 2003

**Intermediate** from Board of Intermediate Education AP with an aggregate of 46% in the year 1999

**SSC** from Board of Secondary Education AP with an aggregate of 54% in the year 1997

**ACHIEVEMENTS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Negotiated early payment discounts with key vendors, resulting in annual savings of company.
* Led the Accounts Payable team through a successful external audit with zero findings or discrepancies.
* Exceeded key performance indicators (KPIs) such as invoice processing time, payment accuracy, or vendor satisfaction scores consistently over a period.
* Received recognition or awards for outstanding performance in Accounts Payable, such as Employee of the Month or Team Achievement Award.
* Collaborated with procurement and finance teams to streamline the procure-to-pay process, resulting in improved communication and workflow efficiency.