



Manish Kumar Rai

WORK EXPERIENCE

GENPACT
INDIAPVT. LTD

(November 15, 2015 –
June 20, 2019)

Process
Associate

EXL SERVICE(I) PVT.
LTD.

(June 21, 2019 –
Present)

SENIOR PROCESS
EXECUTIVE

Invoice Processing NON PO.

Invoice processing on People Soft
and Coupa ERP Processing of check
requests in People Soft and Coupa
Cross trained in Travel and expense
domain. Processing audit expense
reports. Processing &

Invoice Processing PO & NON PO.

Processing of Invoices, query
resolution and make sure for the
timely payments to suppliers.
Interacting with various suppliers,
agencies and regional office on
daily basis through Email.

Handling Multiple activities

Training and support to new
colleagues Allocation the daily
volume within the team.

Responsible for the performance,

accuracy and production.
Processing of invoice, both Internal
and external through People Soft
and Coupa. Well trained in Travel
and expense domain. Processing
Audit and Review & Pay of T&E
expense reports. Resolving queries
on emails cases raised by Client.
Making a daily basis report like

SOD & EOD on task allocation and
production according priority.
Training and support to new
colleagues.

SKILL & TECHNICAL SKILLS

Basic MS Office For E-Mails
Outlook 2016 &
2019

For Processing ERP Tally 9.0 For Invoice
Processing ERP
Coupa

For Invoice Processing ERP PeopleSoft
Preparing Daily
TAT Report

Follow up Report Preparing Daily
Production
Tracker

Teamwork Time
Management

Self-Motivation Working with
SAP

LANGUAGES

English Hindi

EDUCATION

Amity University Delhi University
Master of Business of Administration Bachelor Degree of Commerce

CBSE
High School from CBSE

CBSE
Intermediate School from CBSE

AWARDS

FAO Extra Miller
EXL SERVICE(I)
PVT. LTD