N Vijay Vittal Rao

(Hearing Impaired & Deaf & Sign Language)

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**Profile Summary:** I am an Experienced in, account payable, P2P processing , Data analysis, Data processing execution, Data mining, backend process, with high typing speed with 100% accuracy. Having experience, & participated much different country’s process, with different time zones. To emerge as a hard core data management Professional and prove myself as an important part of the Organization by the achievement of given target and to work in challenging project that will Utilize my educational background and expand my knowledge.

**My Specialty**: I am differently abled, mute child with 56% (left ear) 60% (right ear) of hearing loss, with 70 % normal speech. I did my schooling & collage in Rastriya vidyalaya, a school for special children. Now I am very normal, I communicate to ppl, through sign language & lip reading. I can understand English & Kannada very well. I am good at driving, 2wheeler, & four wheeled vehicles as like normal persons. My special ability has been, recognized by KARNATAKA SOCIAL WELFARE DEPARTMENT & issued ID CARD. All these companies have hired me under TRUE ABILITY PROGRAMME, a special category, under Corporate social responsibility - CSR.

**Work Experience**

**QUOTIENT TECHNOLOGY INDIA PVT LTD**–Bangalore **JULY-2019, to Feb 2020 (0.8yrs). (Ascent staffing solutions)**

# ****Position****: Specialist Payment

Reporting to the Manager of Production, the Clearing & Payment Processing Production Specialist provides support for Quotient apps including Shopmium and Coupons.com. I was responsible for ensuring transactions from the apps are processed with the highest level of quality and in a timely manner. This includes reviewing customer submitted receipts and initiating the payment process. As payment specialist I was having an acute attention to detail while being able to process multiple requests within a high volume production environment.  
  
**Job Functions**

* Proactively self-assigned clearing requests and payment authorizations from dedicated queues
* Process of UK ,France, Germany, transactions by entering key data into online database
* Ensuring transactions meet minimum requirements as determined by standard operating procedures and proceed with processing accordingly
* Responding to customer settlement reconciliation inquiries
* Executed monthly reporting for Management.
* Worked under strict Quality and Productivity standards that are set and reviewed by Management
* Provide process, system, and documentation enhancement suggestions in an effort to improve quality, productivity, scalability, and metrics

**Savitarka Business solutions Pvt Ltd.** – Bangalore **– Mar 2017 - June 2019 (2.3yrs)**

**Designation**: Data Processing associate level 2.

**Job description**: handling Various Process Such as Data Mining, Data Conversion, and Data Processing other Operational Management.

* Handling & total responsible to enter the documents to company database, through a web application.
* Scanning the images & upload to the database.
* Scanning of government documents sized A3, A2 in to the database.
* Worked on data mining, collecting information manually from websites, store it in data base for future use.
* Maintaining, up to date the client’s database.

**Karvy Data Management Services Limited-** Bangalore **– Mar-2016 to Feb-2017 (1Yrs)**

**Designation:** process associate

**Roles & responsibilities**: Handling complete data management, as customer care associate, on reliance jio project.

**Hewlett Packard Global e-Business Operations Pvt Ltd** – Bangalore. **June 2012- June 2014. (2yrs).**

**Designation:** associate Level II

**Process:** Accounts Payable (P2P Process)

**Roles & Responsibilities:**

The Process includes processing of all invoices into JD Edwards’s workflow and ensures that the invoices processed accurately & properly, within Turnaround Time. The process involves high value clients.

* Worked in (Accounts Payable Inventory) Invoice Processing using JDE
* Verifying HP legal requirements on invoice and credit notes
* Process all invoices assigned within the required Turnaround Time.
* Processing PO and Non-PO-based invoices to making the payments.
* Handling vendor and buyer queries on time and responded to them when required
* Unclear images, incorrect scanning region code will be highlighted with front office.
* An invoice will be rejecting by doing RTV (return to vendor) when legal requirements are not met
* Follow-up with buyer/requestors for invoice/credit notes quires and clearing the issues within TAT
* Finding discrepancies for PO FULL, AMOUNT AND QUANTITY MISMATCH, PO BLOCKED, and PO LINE ITEM MARKED FOR DELETION updated in follow-up share point.

**Achievements:**

* Certified for being good team player and best performer in monthly as well as quarterly.
* Sharing the best knowledge in the process to the team members on a daily basis in the Production Planning.
* Was supporting my team mates to achieve their targets, who were using SAP for 5 months
* Conducting and participating in all cultural activities.
* Appreciation Mails from Clients team leads & managers

**Exposure**

* Had been part of Language Training in **[24]7.ai** for 45 days.
* Have undergone 3 months BPO Employ Ability Training at **Enable India**.
* Have been **volunteering with Enable India** for 3 and more months.
* Worked on a short term project at **Mphasis** for 3 months.

**Achievements**

As Financial Associate Executive, Customer process associate, Data processing associate, Payment Specialist, I have accumulated, rich experience in data analysis, data mining, data typing, etc. Being in target oriented work environment, I always reached all my given targets without fail, in given time, and I have been received many appreciation letters & applauds, from my managers, higher officials.

**Education**

**B.Com** 2017 passed out from Dr. C V Raman University Bilaspur (C G) with 69.45%. (Distant Education)

**Diploma** in Electronics & Communications (July-2006 to Dec 2009): From J.S.S Polytechnic for Physically Handicap, Mysore. 51.47%

**SSLC** (May-2006): Passed out with 61.41% from R.V Integrated HIGH SCHOOL, Bangalore.

**Software Skills**

Application Packages : Working knowledge of Microsoft Office Suite: Excel, Word, Access Database, Power Point, etc..

Internet Skills : Mails, online networking.

Application Systems :**SAP** (System Application Products). **JDE Edwards Application system**.

**Project done in Diploma**

Project-1 : Global Positioning System.

Project-2 : IP Routing.

**Major Strengths**

Self Confidence, positive attitude, a self-motivating, Interested in learning new things. Creative thinking

**Personal Information**

Father’s Name : N. Raghavendra Rao (7676742435)

Mother’s Name : Sudha N (9980947901)

Date of Birth : 07-June-1986

Sex : Male

Marital Status : Married

Languages : English and Kannada

Cricket player : Won many prizes & represented KARNATAKA STATE in Cricket during education

**DECLARATION**

The above information is true and correct to the best of my knowledge and belief.

Place : Bangalore. Signature of the Candidate

Date : (N. Vijay Vittal Rao)