

## Contact

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## Top Skills

Team Management  
Market Research  
Teamwork

## Languages

Malayalam (Elementary)  
TAMIL, HINDI, ENGLISH (Native or  
Bilingual)

## Honors-Awards

Star Performer for the Month Of May  
2016

# Vivek Rajagopalan

Sr Associate Accounts Receivable at MANN+HUMMEL Group  
Bangalore Urban

## Summary

had a internship at TATA MOTORS

Specialties: MBA in finance and marketing , have a plan to continue with my studies by acquiring CA. Presently working at Unisys Shared Services Bangalore. Experience of 7 Years in accounting field.

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## Experience

### MANN+HUMMEL

11 months

#### Sr Associate Accounts Receivable

August 2020 - Present (11 months)

Bangalore Urban, Karnataka, India

#### Sr Consultant Accounts Receivable Lead

August 2020 - Present (11 months)

Bengaluru, Karnataka, India

AR Ledger Maintenance in SAP, Preparing Remittance Advice and posting in SAP using T-Codes. I am working for one Transition process. Maintaining Customer's Master Data and Updating their credit limit and risk category within SAP going through the Duns and Bradstreet portal.

Order Management Role. This is also the part of my transition work where I was involved in Manual Order Entry. Clearing of the EDI invoices of the customer manually, Solving of the tickets in Service Now where customer enquiries comes on a day to day basis.

### Unisys Shared Services

#### Credit and Collection executive

April 2019 - August 2020 (1 year 5 months)

Bengaluru Area, India

Working as an Credit and Collection Analyst. Main Responsibilities is of Billing customer PO in different according to customers requirement. Following up on the due date to customers regarding unapplied cash. Applying the payment

in the system.( Oracle and SAP ). Reconciliation of customers account and maintaining Customers accounts statement and providing the report to customers on the month end basis. Solving out the queries and disputes related to pricing, shortage and overage by looking at the Ageing analysis done on weekly basis.

## IQVIA

### Purchase Consultant

May 2017 - February 2019 (1 year 10 months)

Bangalore, Karnataka

#### Primary Responsibilities

- Collate purchase orders and purchase requisitions to order materials, goods and supplies.
- Send them to the suppliers.
- Manage any procurement activities including RFP's (Request For Proposals).
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Ensuring that any invoices are sent to accounts for payment.
- Liaison with other departments, particularly the accounting, and requesting departments
- Managing any SLA's (Service Level Agreements) that may be in place and managing any Master Agreements between the suppliers and the company.

## ANZ

### Financial Analyst

May 2015 - May 2017 (2 years 1 month)

#### Dishonours And Special Answers

My work here is to dishonour the cheques of the Australian based banks.

Issuing of special Answers to the customers.

Making an Investigation of the Queries and solving their issues through phones or through software.

Making the clearance of the special answers through manually or through running Macros.

We also work on issuing of commercial cards for the customers living in Australia.

And all the work is consists of a deadline of 90 Minutes.

### Andhra Pradesh Paper Mills Limited

#### SAP FICO Support User

January 2012 - November 2014 (2 years 11 months)

Rajahmundry Area, India

Working as an Associate Accountant at AP Paper Mills Ltd, Rajahmundry

SAP - FICO certified with extensive training on IDES-ECC 6.0 software.

In depth knowledge of FI Organization structure.

In depth knowledge of General Ledger Accounts creation.

In depth knowledge of Accounts Payable and Accounts Receivable

Knowledge on Cross module Integration (FI, MM and SD).

Knowledge on Asset Accounting.

Knowledge on Controlling

Processing P2P and O2C Payments, Billing and Collections.

Preparing final accounts for various organizations.

Vouching various documents relating to Sales and Purchase Invoices, Goods Receipt Notes

Worked on bank reconciliation statement (BRS) and also assisted my seniors in preparation of finalization of accounts.

### Tata Steel

#### Management Trainee

January 2011 - January 2012 (1 year 1 month)

Jamshedpur

Worked as an Working Capital Analyst

Having brief understanding of the work culture at TATA STEEL and combining the work with other steel industries like Jindal, SAIL and finding out the their working capital and analysing it with the work of tata steel.

Making out the presentation and finding out the financial statements of each company and comparing the profits with other industries and presenting it before the auditors at the end of the financial years.

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## Education

ISBR,BANGALORE

mba-pgdm, finance · (2010 - 2012)

West Bengal University of Technology

Bachelor of Business Administration (BBA), Finance, General · (2006 - 2009)