**Curriculum Vitae**

**K. OM PRAKASH**

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| **Career Objective:** |

To work in a professionally motivating environment whereby I can contribute my competencies towards the organizational objectives and professional growth.

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| **Educational Qualification:** |

* **M.B.A.** from Osmania University, Hyderabad in the year 2010.
* **B.Com.** from Badruka College of Commerce, OU, Hyderabad in the year 2007.

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| **Professional Experience:** |

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| **Employer 1 :** |

Organization : Brigade Corporation India Ltd (India) Hyderabad.

Tenure : March 2018 – Till date

Designation : Team Leader

Domain : Accounts Payable (P2P)

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| **Responsibilities:** |

* Managing a team of 6 people since 1.2 years.
* Managing Accounts Payable Invoice processing team of US (NAM) region with team of 6 members having a volume of 10,000 invoices per month.
* Monitoring the generic mailbox and ensure that all the emails are responded within TAT.
* Processing of PO and Non PO based invoices.
* Processing of utility, Inter company, cheque request, one time vendor’s and high priority invoices with 99% accuracy.
* Doing quality check on invoice processing
* Work allocation to the team members based on their skills and the production strengths.
* Training new team members to ensure they are in production on time.
* Monitoring the performance of new hires and report to the team manager on weekly basics.
* A key member in “SOP” for invoice processing.
* Updating and modifying of process documents and payment exception document.
* Conducting daily team hurdles.

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| **Employer 2:** |

Organization : Capgemini Business Services (India) Ltd., Bangalore.

Tenure : August 2015 – February 2018.

Designation : Senior Process Associate

Domain : Accounts Payable (P2P)

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| **Responsibilities:** |

* Responsible for allocating the productivity volume for the processors and ensuring to meet the SLA’s
* Handling customer and vendor queries
* Processing of PO & Non-PO Invoices & utility
* Processing on Non-PO invoices for urgent & priority payments based on the authorization.
* Responsible to follow-up and clearing the problematic invoices (PO & Non PO)
* Validating of PO & Non PO invoices (Kofax)
* Handling quick link requests.
* Reversal and reposting of the invoices.
* Resolving invoices rejected in the system and troubleshooting missing purchase order.
* Audit invoices for proper coding and signature approvals complying with assigned authority levels.
* Chasing the vendor and point of contacts to clear the aged invoices.
* Responsible for allocation to the team & monitoring to ensure allocation is completed.
* Providing training to the new comers.
* Responsible for production planning and meeting of SLA’s
* Updating and modifying of process documents and payment exception document.

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| **Employer 3:** |

Organization : Genpact, Hyderabad

Tenure : March 2011 – May 2015

Designation : Process Developer

Domain : Accounts Payable (P2P)

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| **Responsibilities:** |

* Handling A.P. payment request mail box to process all urgent payments related to tax, legal and Amex etc.
* Handling customer and supplier queries in regards to invoices via e-mail in a timely manner.
* Entering PO and non-PO based invoice processing including utility invoices.
* Handling Inter-company processing
* Working on Manual holds like needs approval, address and banking holds.
* Working on system holds related to price, quality and receipts.
* Assisting the vendor master team, cash disbursement and other internal department in order to make a payment in specified time limit.
* Doing quality check on invoice processing to reduce duplicate, short / over payment.
* Responsible for raising MRP (Manual payment Request) i.e. cheques, wire on critical payments.
* Training new team members on processing PO & Non-PO
* Need to work closely with procurement and supplier admin for any changes in the purchase orders and vendors modification.
* Chasing the vendor and point of contact to clear the aged invoices.
* Reversal and reposting of the invoices
* Coordinating with the team for achieving team accuracy and SLA’s.

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| **Achievements:** |

* Gained customer confidence in quick issues resolutions
* Received star awards for the best performance for various quarters.
* Received cheers from Genpact.
* Received best team support award from top management n Capgemini.

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| **Software used in this position:**  |

* SAP
* Oracle
* Savvion
* Dolphin

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| **Strengths:** |

* Positive attitude and quick learner
* Taking ownership and responsibilities
* Commitment towards work
* Hardworking & flexible to work in shifts.

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| **Hobbies:** |

* Playing cricket
* Listening to music

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| **Declaration:** |

I hereby declare that whatever has been listed out is true according to my fullest knowledge.

Date:

Place: **OM Prakash**