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| **Raj Kiran Pottam** |
| Email: raj.pottam9@gmail.com | Mob: +91 - 9951944995 |
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| **“I am looking to join a strong team that can help me to channelize my energy to deliver positive growth for me as well as the company I work with ”** |
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| **PROFESSIONAL EXPERIENCE** |
| **Genpact India Pvt. Ltd., Hyderabad** |  |
| **Process Developer (Accounts Payable)** | **September 2019 – October 2020** |
| **Process Associate (Accounts Payable)** | **November 2017 – August 2019** |
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| **Responsibility** |
| * + Review the invoices for appropriate documentation and approval prior to payment - Two way match and three way match
	+ Accurate Processing of Invoices
	+ Creation of New Vendor setup in database
	+ Reconciliation of invoices processed by verifying entries made Vs comparing system balances.
	+ Maintenance of invoices, interfacing extensively with a network of vendors and suppliers.
	+ Escalating to vendors regarding incorrect details in the invoice i.e. Wrong currency & mismatch invoices
	+ Responsible for preparing Daily, Weekly & Month-End Reports and Dashboard.
	+ Acted as point of contact for few critical vendors for operations and procedural questions.
	+ Managing vendor’s day to day operational support and also deal with escalations.
	+ Meeting day to day SLA and target as per the requirement
	+ Ensuring smooth run of the day to day operation
	+ Have been delivering my work within agreed timeline, accurately & ensure due diligence while following various processes.
	+ Preparation of SOP’s
	+ Training to New Hires and assisted the manager to make the “on boarding” process of new hires run smoothly
	+ Created Macro models to simplify the preparation of Process Reports – driven from Lean Ideas
* **ERP – Oracle and SAP**
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| **OTHER EXPERIENCE** |
| **Reliance Mutual Funds, Hyderabad** |  |
| **Intern** | **May 2015 – July 2015** |
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| * Internship work presentation report on "A comparative study of top mutual funds with the peers in the mutual fund industry; with reference to Reliance Mutual Funds ltd.
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| **OTHER EXPERIENCE** |
| **Tanishq, Brahmapur** |  |
| **Intern** | **April 2014 – June 2014** |
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| * Internship work presentation report on "Employee Engagement in the retail industry; with reference to Tanishq"
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| **ACADEMIC QUALIFICATION** |
| * Master of Business Administration from GITAM Institute of Management, GITAM University, Visakhapatnam in 2016
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| * Bachelor of Business Administration (H) GITAM Institute of Management, GITAM University, Visakhapatnam in 2014
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| * XII in Commerce from Master Minds Educational Institute, Guntur in 2011
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| * X from Sri Prakash Vidyaniketan, Visakhapatnam in 2009
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| **Awards & Recognitions** |
| * Lean Certified - 3 stars
* Received Spot cheers award
* Received 3 bronze awards for the best performance
* Completed few certification courses related to finance in LinkedIn Learning
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| **ADDITIONAL INFORMATION** |
| **Tools** | Working knowledge of MS-Office  |
| **Other** | Hometown: Brahmapur, OdishaAddress: C/O Arjuna Traders, Santrani Street, Brahmapur, Ganjam, Odisha -760009 |