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| **Raj Kiran Pottam** | | | |
| Email: [raj.pottam9@gmail.com](mailto: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 | | | |
| * Bachelor of Business Administration (H) GITAM Institute of Management, GITAM University, Visakhapatnam in 2014 | | | |
| * XII in Commerce from Master Minds Educational Institute, Guntur in 2011 | | | |
| * 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, Odisha  Address: C/O Arjuna Traders, Santrani Street, Brahmapur, Ganjam, Odisha -760009 | | |