

Naveen Kumar

Senior Process Associate

Seeking a position to utilize my extensive skills and abilities that offers professional growth while being innovative, flexible and resourceful.



bknaveenis@gmail.com

+91-9789-13-4304

Coimbatore, India

15 February, 1993

WORK EXPERIENCE

Senior Process Associate - Accounts Receivable

Robert Bosch Engineering and Business Solutions Pvt. Ltd. (RBEI)

05/2017 - Present

Tasks

- Receipt entries clearing of RBEI and RBEB payments.
- Updating of customer payment advices and payment alerts from bank
- Updating of purpose code confirmation to banker.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Regular call/email follow-up with customers on ageing overdue invoices.
- Assist with the preparation and coordination of the audit process.
- Investigate unidentified credits, disputes and perform reconciliation with customers when required.
- Have Hands on experience working on **SAP** (Frequently used Transactions - FF_6, /RB04/YP3_RBEI_CHKLT, FB03, F-28, F-32, FBL5N, FBL3N, /RB04/YC1_CUSTAG_OLD, XD03, VF03)

Process Associate - Voice KGISL

10/2015 - 04/2017

Tasks

- Worked for an inbound sales campaign, dealing with Cable, Internet, Home phone and Home Securities.
- Authorized Retailers for companies such as Comcast, Time Warner Cable, Charter, Cox, etc.
- US based sales campaign.

Process Executive - Non-voice Pathfinder Business Analysis Pvt. Ltd

07/2014 - 08/2015

Tasks

- Worked under the Process called Debt Collections and Recovery of Judgments for National Judgment Recovery Center
- Identifying all the Defendant's Non-Exemption properties (Real/BPP) and any Businesses (DBA/Entity) pertaining to the debtor. "Collecting Required Data for the Recovery of the Judgment"
- Research on the Complete Contact Details of the Clients and Judgment Owners.

SKILLS

SAP FICO



Project Management



MS Office



Analytical



EDUCATION

Bachelor of Commerce (Corporate Secretaryship)

Dr. G. R. Damodaran College of Science

2011 - 2014

PERSONAL DATA

Marital status : Married

Nationality : Indian

CERTIFICATION COURSE

Career Oriented Courses (COC) in Banking and Insurance (2011 - 2012)

Dr. G. R. Damodaran College of Science

LANGUAGES

English



Hindi



Tamil



Malayalam



INTERESTS

Traveling

Gyming

Cooking