 **Ganesh**

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**CAREER OBJECTIVE**

To work in an organization where I can take up responsibility and apply my skills to grow professionally and personally in accordance with the company objective.

**PROFESSIONAL SYNOPSIS**

* **4.9 Years experience in Accounts Receivable/Payable and Purchasing Domain**.
* Expertise in all kinds of global vendor payment and resolution of all kinds of payment related issues.
* Responsible with shipping activities, negotiating with vendor with regards to price and payment terms.
* Expertise in SAP system for invoice, payment processing and purchasing orders.
* An effective leader with excellent communication, analytical, team building and relationship management skills.

**WORK EXPERIENCE**

**Senior Account Analyst (Purchasing/Receivable/Payable) in Concentrix Daksh India Private Ltd Bangalore (Feb 2014 – July 2017)**

* Handling Accounts receivable /payable activities independently to region Europe and Middle East countries.
* Supervise Preparation and processing of supplier payments at due times.
* Preparation of Quotations and managing negotiation with supplier.
* Supporting for shipping activities and coordinating with supplier.
* Initiating with on time delivery of goods to the destination.
* Obtain all supplier balance information during interim and final audit and develop strong and healthy relationships with the suppliers.
* Resolves account discrepancies by investigating documentation; issuing stop payments and adjustments.
* Raising invoices and follow-up with customer for the payment by controlling credit limit.
* Account maintenance and generating Gain and Loss statements.
* Generate payable/receivable ageing analysis on a regular basis to avoid any delays in suppliers payments.
* Provide the supporting documentation for audits.
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, fees and percentages.
* Building good relationship with supplier which results in long term contracts and better negotiation.
* Managed the accurate and timely processing of invoices for large, multi-site organizations. Assessed and closed sub-ledger on a monthly basis, validated content and resolved various issues.
* Identifying vendors outstanding account statement and releasing payment.
* Solution to all the payment holds and making timely payment for the continuous service and supply.

**Account Analyst (Payable/Receivable) in Mphasis an HP Company India Private Limited Bangalore (August 2012 – Jan 2014)**

* Prepare and process electronic transfers and payment.
* Review and verify the invoices and check requests.
* Reconcile account payable and receivable transaction.
* Maintaining the vendor files and produce monthly reports.
* Maintain the accounting ledgers by posting account transaction.
* Secures the financial information by completing data base backups.
* Pays invoices by verifying transaction information, scheduling and preparing disbursements, obtaining authorization of payment.
* Ensuring that all payments are made in accordance with company policy.
* Ensuring that all payments are sent on time.
* Carry out billing, collection and reporting activities according to specific deadlines.
* Maintain the up-to-date billing system.
* Monitor customer account details for non-payments and delayed payments.

**EDUCATION QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year** | **Percentage** |
| B.B.A | Dr. AV Baliga College of Commerce and Business Administration | Dharwad University | 2011 | 61% |

**IT SKILLS:**

* MS office, MS word, MS excel, Power point, Outlook, Oracle SQL and Internet Application.

**ACTIVITIES/ ACHIEVEMENTS**

* Two times Client Incentive Award for the “**Best Performance**” from **Mphasis an HP Company** for the Year 2013.
* Awarded as “**Top Performer – H2**” from **Concentrix Daksh** for the year of 2015.
* Awarded as “Star performer” from **Concentrix Daksh** for the month of August 2016.

**PERSONAL STRENGTHS**

* Efficient management of time and task
* Adaptable to situations, Quick learner
* Team player, Friendly and Social
* Honest and Straight forward

**PERSONAL PROFILE**

**Date of Birth :** 06 November 1989

**Gender :** Male

**Nationality :** Indian

**Marital Status :** Single

**Languages Known:** English, Kannada, Hindi, Konkani.

**Visa status :** Visiting (17/07/2017 to 13/10/2017)

**Declaration:**

I hereby declare that the above stated information is true to the best of my knowledge and belief.