**CURRICULUM VITAE**

**Mohd Imran Khan** E-mail: mohdimrankhan029@gmail.com

H.NO : 16-1-167, Contact No: 9553018686

Mesco House,

Saidabad-500059,

Hyderabad.

**CAREER OBJECTIVE**

To associate myself with an organization that provides me an opportunity to use my skills and enhance my knowledge and to make significant contribution to the organization.

**PROFESSIONAL QUALIFICATION**

* Master of Business Administration Specialization in Finance from Aurora PG College affiliated to Osmania University, Moosarambagh Hyderabad, during 2013-15 with an aggregate of 61%.

**ACADEMIC QUALIFICATION**

* Bachelor Degree in Commerce (computers) from Nishitha Degree College,Nizamabad, affiliated to Osmania University during 2010-13 with an aggregate of 68%.
* Intermediate in Civics, Economics & Commerce from New Kakatiya Junior College, Nizamabad, affiliated to board of intermediate during 2008-10 with an aggregate of 70%.
* S.S.C from St. Mary's High School, Nizamabad, affiliated to board of secondary education during 2008 with an aggregate of 70%.

**ACADEMICPROJECT**

* Project report on “DIVIDEND POLICIES OF AUTOMOBILE SECTOR” angel broking ltd.

**COMPUTER PROFICIENCY**

* Proficient with Ms Office, Ms Excel, Ms Power Point, Ms Word and SAP.

**WORK EXPERIENCE**

* Associated with **GENPACT** since November30th 2015 till date.

**ROLES AND RESPONSIBILITIES**

* Handling invoice processing ensuring that all invoices are tracked and processed.
* Ensuring that all urgent payment utility invoices are processed and paid on the same day.
* Handling the Customer and vendor queries with in time to avoid escalations from them.
* Cross verify the Bank details with the vendor directly to avoid wrong payments and put the payments on hold till the correct bank details are confirmed.
* Working on hold reports, releasing invoices from holds, doing 2 way matching and 3 way matching.
* Working as a part of the team, resolving queries of customers and buyers on mails, and report of invoice processing.
* Dealing with the business mails like mismatching, Discount refund, routing of invoices to concerned persons and vendor mails, providing payment status to buyer and customers.
* **Invoices processing in different Applications**. (Basware- Alusta and SNAP).
* Making sure that every i35's upload before payment run.
* Processing penny testing on the **TAT** basis, So that the invoices get paid on time without any delay and making sure funds was credited to correct bank account number.

**ADDITIONAL RESPONSIBILITES**

* Pull out the daily reports and assign the task amongst the team members.
* Reporting all the activities within TAT.
* Sending the daily reports of the work status to the management.
* Updating the daily trackers for ready reference to the team.
* Provide training and support to new joiners in understanding the process.
* Lead in the team by taking care of all the responsibilities.
* Take the initiative in resolving the issues or difficulty by getting in touch with the BU for any assistance.

**ACHIEVEMENTS AND AWARDS**

Awarded for Multitasking, handling daily inflow simultaneously working on the project.

**PERSONAL VITAE**

* Date of Birth : 03thDecember,1992
* Sex : Male
* National : Indian
* Marital Status : Single
* Language : English, Hindi and Telugu
* Permanent Address : H.No 9-17-532, Shanti Nagar, Nizamabad-503001

**DECLARATION**

I hereby declare that all the information provided is factual and correct to the best of my knowledge and belief.

Place: Hyderabad Mohd Imran Khan

Date: Signature: