

Resume

NAME: KULIN GAJGHATE

MOB: 8830990202 /9049162109

E-MAIL: kulingajghate3@gmail.com

CAREER OBJECTIVE:

Looking for a challenging position to enhance my professional growth, by being resourceful, innovative and flexible. I am keen to join an organization that offers me generous opportunities to explore & outshine as a professional.

WORK EXPERIENCE:

CURRENT ORGANIZATION: KOHLER GLOBAL SHARED SERVICES (USA)

Designation: Executive-Accounts Payable-PTP

Tenure with Company: 6 months(from 3 August 2021 to till date)

JOB DISCRIPTION:

- Knowledge of PTP cycle
- Invoice processing
- PO invoices, NON-PO invoices, credit memo and Adhoc request
- Vendor queries and escalations handling
- Working Knowledge of SAP as ERP tool, Perceptive content
- Payment Status and helpdesk
- Client Communication
- E-Mails queries
- Reporting and data Management

PREVIOUS ORGANIZATION: INFOSYS BPM LTD

Designation: Process Associate

Tenure with Company: 16 months (from 5 September 2019 to 2 August 2021)

JOB DISCRIPTION:

- Knowledge of PTP cycle
- Invoice processing
- Clearing exceptions
- Maintaining TAT of invoices
- Maintaining quality
- Handling invoices of five UK sites
- Posting invoices with respective GL codes
- Month end Activities, intercompany balance confirmation
- Maintaining Reports General Ledger Vs Sub Ledger
- Maximising Paid on Time Percentage

LAST ORGANISATION: WNS GLOBAL SERVICES

Designation: Sr. Associate

Process/Team: AVIVA

Tenure with Company: 8 Months (from 18 January to 2 August 2018)

JOB DISCRIPTION:

- Handling system holds on ORACLE ERP
- Running Macros and clearing system holds
- Ensuring paid on time as per payment terms
- Pulling weekly and monthly hold old reports
- Daily priority reports
- Communicating with requisition team and suppliers
- Importing invoices from ARIBA to ORACLE
- Part of Non-Approved Repairs (NAR) team
- Indexing the invoices and processing the invoices
- Ensure three way matching the invoices (Reconciliation)
- Attending weekly calls with onshore clients

PREVIOUS PROCESS: AAA

Designation: Associate

Process/Team: American Association of Automobiles

Tenure with Company: 1 year (8 December 2016 to 20 December 2017)

EDUCATIONAL QUALIFICATION:

<u>EDUCATION</u>	<u>COLLEGE/SCHOOL</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
MBA (Finance/Marketing)	Datta Meghe Institute of Management	Nagpur University	2008	58%
Graduation (B.Com)	Dr. Ambedkar College	Nagpur University	2006	49%
HSSC	Tidke Junior College	Maharashtra Board	2002	50%
SSC	St. Martin High School	Maharashtra Board	2000	60%

STRENGTH & ACHIEVEMENTS:

- Committed, open, confident, optimistic and result oriented.
- System knowledge of **WORKDAY, OMNIFLOW, OEMS, VISION, CITRIX, ORACLE and SAP ERP.**
- Good interpersonal skills – ability to work with all levels of organisation
- Strong analytical & financial modelling skills with ability to summarize findings & present solutions.
- Knowledge of MS-Office excel, PowerPoint and Word
- Good understanding of Accounting Concepts
- Excellent verbal and written communication skills
- Excellent Analytical, written and oral communication skills

- Problem Solving skills
- Department for my “role and performance” in the team.
- Interpersonal and man management skills
- Got work appreciation by senior management
- Part of winning team combination in intra college cricket competition.
- Involved in organizing Blood donation camps.

PERSONAL PROFILE:

- Full name : Kulin Kumar Gajghate
- Communication Add : C/o Vikram Lahaney, Flat no. 102, Phursungi, Pune-412308.
- Date of Birth : 28th June 1985.
- Language Known : English, Hindi & Marathi.
- Hobbies & Interest : Watching TV, Listening, cooking, listening Music & Trekking
- Gender : Male
- Marital Status : Single
- Nationality : Indian

Signature

Date:
Place: Pune

(Kulin Kumar Gajghate)