
NILESH KUMAR

PROCESS EXECUTIVE

Pune, India 411028 ♦ 7992456839 ♦ nilesh47kr@gmail.com ♦ WWW: [Bold Profile](#)

PROFESSIONAL SUMMARY

Organized and reliable Accounts Payable professional with basic knowledge of invoice processing, vendor payments, and accounting procedures.

WORK HISTORY

Accounts Payable Executive, 05/2022 - Current

Capita India Pvt Ltd – Pune, India

- Prepared vendor invoices and processed incoming payments.
- Handled vendor reconciliation and resolved invoice and payment discrepancies
- Reviewed vendor invoices for appropriate documentation and validity prior to payment.
- Performed 2-way and 3-way matching of invoices.
- Reduced late payment penalties by closely monitoring due dates and managing timely payments.
- Collaborated with other departments to resolve discrepancies in invoices or purchase orders, promoting smooth business operations.
- Maintained good working relationships with vendors and resolved disputes.
- Maintained high level of data integrity by consistently updating vendor information in the system accurately.
- Trained new team members on accounts payable processes, fostering a productive work environment.

LANGUAGES

English

Hindi

SKILLS

Invoice reconciliation

Invoice processing

Payment processing

Data entry

Payment verification

Payment scheduling

EDUCATION

B.com: Finance And Accounting, 2020

The Bhawanipur Education Society College - Kolkata, India

12th: Commerce, 2016

Central Public School - Jamshedpur, India

10th: Science, 2014

The National Institute of Open Schooling (NIOS) - Jamshedpur, India

ACCOMPLISHMENTS

- Excellent Performance Award for the Quarter.
- Top Contributor
- Star Performer Award

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge.