

# Curriculum Vitae

## **RANA KUNDU**

161 Purba Sinthee Rode Dumdum Kolkata: 700030

Phone Number: - 8013370060/7992357350 | [ranakundu32@gmail.com](mailto:ranakundu32@gmail.com)

## **Professional Summary**

I always want to work with the organization where I can apply my knowledge and experience and not to be stagnant in the same position as I want to grow with the organization and within the organization.

## **Skill**

- JD Edwards                      MS Office Package viz.
- SAP Rainbow                    MS Word, MS Excel, MS PowerPoint, MS Outlook etc
- SAP COM 2
- SAP Atlas
- CMM.
- AR Specialist along with End to End process understanding

## **Working Experience**

### **TATA CONSALTANCY SERVICE**

AR Process specialist | Kolkata December 2018 – Current.

In TCS my Key responsibilities are:-

- End to End monitor of the OTC background, including Credit check & Forecasting of payment.
- Team handling of 3 members.
- Required report preparation for management.
- Coordination with client to process development.

## **Genpact**

AR Process Developer | Kolkata December 2013 – 2018

In Genpact my key responsibilities were:-

- Applying customer payments and clear the open invoices.
- Handling query emails.
- Preparing NPB (Non-Product Billing) for all the inter company. Coordinating with GL and PtP team for open item and resolving their query.
- Day to day customer interaction with client for their query and resolving the same.
- Preparing the month end reports (e.g :- Aging Report, Customer Statement, Unallocated Receipt).
- Uploading the entries via LSMW to the GL. And clearing the GL account monthly basis.
- Follow-up with customer for their long overdue items.
- Preparing the quarterly AR watch list and send to the client for the customer account view.
- Raising the form for new customer creation request and send to the client for process.

## **Tech Mahindra**

CSR (Customer Service Representative) | Kolkata November 2011 – May 2013.

- In Tech Mahindra I used to take call and resolving the customer query and complain. I used to take call for Airtel process.

## **Education**

YEAR	EXAMINATION	BOARD/UNIVERSITY	PERCENTAGE
2011	B.Com (H)	V.B.U Hazaribagh	63.04%
2008	Higher Secondary	Jharkhand Board	60.00%
2006	Metric	Jharkhand Board	63.44%

## **Achievements**

- Select as best performer while associated with Tech Mahindra for Airtel.
- Select as best performer in Genpact.
- Twice Rewarded by Client side.
- Provided two Lean Idea with client approval for process development.

## **Hobbies**

- Listening Music & Watching Hollywood Movies

## **Additional Information**

- Father's Name:-Sadhan Kumar Kundu
- Mother's Name:-Lakhi Kundu
- Present address: - 161 Purba Sinthee Rode Dumdum Kolkata:700030
- Permanent address: - Shop No.1, PO- Domghar ,Sindri, Dhanbad State :- Jharkhand

**Declaration**:-I hereby declare that above mentioned details which are mentioned are true as per my Knowledge.