GOVINDAN KUTTY.C

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# Summary

Capable analyst with 18+ years’ experience in account, supply chain and sales team. Excellent communication and problem solving skills to help with vendor and business accounts.

# Experience

## Wipro Technologies, Cochin(2019-Aug-2023) – Senior Executive

* Handled non-purchase order based vendor payments for offshore and onsite vendor as part AP (Accounts Payable) team.
* Served as a liaison between the finance and banking department to ensure payments on time to vendor and handled various queries related to payment.
* Created liability in SAP, ensuring that all expenses and service tax entered in correct ledger and sent the invoices to concerned departments for payment processing within SLA.
* Consolidated data and prepared reports for various purposes to present senior management.
* Supervised and coordinated assigned tasks promptly and professionally.
* Handled independently from VP creation up to payment

## Wipro Limited, Bengaluru(2011-2019)-Senior Officer

* Worked in Supply Chain Management department for client GE Healthcare (USA) in/Sourcing/Procurement and AP (Accounts payable) Team.

Procuring parts from suppliers across the Globe for MR table project.

Coordinating with Project leads/Engineers and Suppliers for timely delivery of parts.

Publishing Dashboard to higher level management.

## GE Healthcare (2007-2011)-Associate

* Worked with GE Healthcare (Part of General Electric – US) as Associate from July 23-2007 to 14-Mar-2011 under Team Lease contract.

## Centurion Bank of Punjab (2005-2007)- Processing Executive / MIS Executive

* Worked with Centurion Bank of Punjab (COPS – Centralized Operations) as Processing Executive / MIS Executive from 2005 August to 2007 July under Team Lease contract.

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## ISRO,Bengaluru

* Worked with ISRO (Indian Space Research Organization), Bangalore as Secretary to Stores Officer / Admin department on contract basis.

## M/s.Vaithiswaran & Co, Bengaluru

* Worked with M/s.Vaithiswaran& Co.(Central processing agency of Citi Finance and Citi Bank) Bangalore as Processing Executive

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| **Tools and Skills** |  |  |  |
| SAP FICO | Logistic management | Project Management | Communication |
| Data Analysis | Accounting | MS Excel | Reporting |
| Budget Management | Analytics |  |  |

# Technical Qualification

* A.P.A (Advanced Diploma in Personal Computer Applications) from NIIT, Kunnamkulam Centre, Kerala

# Educational Qualification

* S.S.L.C from board of Public Examination, Kerala
* Pre-Degree from Calicut University
* B.A Economics

**Address**

* K.N House
* P.O Perumannur
* Via.Chalissery
* Dt. Palakkad
* Kerala - 679536

# Date of birth

# . 31/05/1974

# Expected salary

# . As per Budget.

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