MD.KAMAL

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15, East Ghosh Para Road, Kankinara

24th Parganas (N) ,Pin:743126

Kolkata , West Bengal, INDIA

Landline No: 033-25803886

Total experience : 9 years of experience including finance process (Account payable PTP)

Relevant Experience: 9 Years of experience in Spanish language.

VISA : Got Mexico Visa for business Transition. Assist three major pilot process in account payable during last 3.5 years.

Career Objective

Seeking a challenging position in the field of Spanish language in a company with repute for self and organization growth.

 Experience:

Industry Type: International BPO / ITES

Current Employer: ACCENTURE INDIA SERVICES PVT. LTD CHENNAI base from June 2013 till

date.

Job Description & Responsibilities:

1. Currently working with Accenture India Services PVT LTD ( Account Payable PTP)

Responsible for day-to-day operations of processes with impact to the entire accounts payable process (PTP). Invoice and PO (Purchase Order ) .Provide assistance for accounts payable related processes concerns. Support the team lead to achieve group/team strategies. Responsible in providing process coaching and assist other members within department.

* Processing Invoice Purchase Order ( procure to pay )
* Invoice indexing PO & NON PO
* Invoice processing PO& NON PO
* Help Desk supporting ( WQM Queries )
* Creating MSP in SharePoint
* Supporting Vendor Master Team
* Supporting Payment Team
* Supporting Clients Queries & email management
* Conducting PTP Training in Mexico reason
* Maintain 100% accuracy
* Translate documents Spanish into English vs

Database utilities tools: SAP Tool, Oracle Tool, WQM Tool, MSP Tool, DFM Tool , GD Tool.

 CONVERGYS INDIA SERVICES PVT. LTD Bangalore from Dec 2011-June 2013

 2): Worked on Convergys as a Quality Adviser.

 - Monitoring Spanish calls and Checking Quality.

 - Attending daily Calibration in Spanish with client.

 - Do regular calibration with 99% accuracy.

 - Ensure consistent application of the quality process/system

 CMC Limited (A TATA Enterprise), Mumbai from June 2009-Nov 2011

 Worked on Bloomberg Project

 3): CMC Ltd (A TATA Enterprise) as Spanish language Financial analyst (BLOOBMBER PROJECT)

* Online financial data search
* Analysis of financial data and updating the data in Bloomberg terminal
* Translation of document from Spanish to English
* Handling Spanish clients
* Working on Automation software

 4): BNK e Solution Pvt Ltd Kolkota.(Internationa BPO) (Apr 2008-May 2009)

 As an Assistant Spanish executive Customer care.

 - Taking outbound and inbound Spanish calls

 - Bilingual translation from Spanish to English

 - Supporting of Direct TV technician by solving their queries

 - Customer surveying and semi technical supporting

Academic Qualification:

B.A in Persian Kolkata university (2010)

B.A in Hindi (Arts) Hindi Sahitiya Samiti Allahabad (2006)

Higher Secondary (10+2) (W.B.C.H.S.Education) (2001)

Secondary (10 standard) (W.B.B.S.Education) (1999)

Spanish Qualification :

Advance in Spanish Indo Hispanic Society (2008) kolkata

Intermediate in Spanish Indo Hispanic society (2007) kolkata

Certificate course in Spanish R.K.M culture of institute (2005-2008) kolkata

Communicative course in Spanish R.K.M culture of institute (2007) kolkata

Basic in Spanish Centre of Latin America kolkata

Technical Skills:

 Basic of computer (MS office), internet

 Ministry of defence.Govt of India NCC Certificate

Strengths:

 - Self motivation & goal driven approach

 - Flexible & travel oriented

 - Convincing & career concerns

 - Innovative team player, dedicated to assignment

 Personal Information:

 Date of Birth : 1st Jan 1979

1. Place of Birth : Kolkata
2. Father’s Name : Md. Jafar
3. Marital Status : Married
4. Languages Known : English, Spanish, Persian, Hindi, Bengali, Urdu,
5. Hobbies : Reading, learning language & Music

 Date: Sd-

 Place: Kolkata Md.Kamal