CURRICULUM VITAE

### **Venkatesh Rao BR**

### #60 Sri Rama Mandira Road

Basavangudi,

Banglore:560004

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**CAREER OBJECTIVE**:

Experiencing and updating with the new technologies, improved skills to work in a challenging environment thus paving way for future opportunities and professional growth along with the company.

**CAREER PROFILE:**

Senior Process Executive.

**EDUACATIONAL QUALIFICATION**:

MBA (Finance): Sikkim Manipal University

Degree : B.Com

University : Bangalore

Institute : BHS

Year : 2008

**WORK EXPERIENCE:**

**Present Organization** : **Infosys**

**Position**  : Senior Process Executive

**Span** : Apr 2011 to Oct 2013 (2.6 year experience)

**Job Profile of Current and Previous Engagement in Infosys.**

**Current Engagement Chubb Insurances (Accounts Payable )**

**Chubb Insurances:** Chubb is different from other insurance companies. For us, insurance is about creating certainty rather than doubt. Instilling confidence and peace of mind, not fear. Since we started doing business in 1882 in New York, we have become renowned for our exceptional service and our consistently high ratings for financial strength, which assure our customers of our ability to pay claims, now and in the future. Today we have in excess of 10,000 people in 120 offices across 26 countries.

**(Accounts Payable)**

**ROLES AND RESPONSIBILITIES:**

**Tool: Oracle GFS (Peoplesoft)**

* Indexing.
* Processing (Invoices).
* Processing all kinds of payments.
* Depositing of Cash.
* Calls and Mails.
* Vendor Set up (Including amendments)
* Returns and Rejects.
* Cancellations.
* Wires.
* Pay cycle (Payment Run )
* AR Refunds

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**Previous engagement Microsoft (Bing)**

**Company Profile : Bing** (known previously as **Live Search**, **Windows Live Search**, and **MSN Search**) is a [web search engine](http://en.wikipedia.org/wiki/Web_search_engine) (advertised as a "[decision engine](http://en.wikipedia.org/wiki/Decision_engine)"[[2]](http://en.wikipedia.org/wiki/Bing#cite_note-2)) from Microsoft. Bing was unveiled by Microsoft CEO [Steve Ballmer](http://en.wikipedia.org/wiki/Steve_Ballmer) on May 28, 2009,

**ROLES AND RESPONSIBILITIES:**

* Developing Ads which include search terms, titles and description for a given URL, which upon successful completion appears on the web's destination and on other sites in the Microsoft distribution network. Approving or rejecting Ads by checking the quality of the web site.
* Working for Microsoft Search Engine – BING & Yahoo! Search Marketing
* Blocking the advertisers violating the risk, trademark and
  + prescription drug policies.
  + Continually optimize pay-per-click campaigns in Microsoft Search Marketing.
* Build on understanding of industry through continuous research on trends, have an in-depth understanding of each paid search engine, its functionality, and strategies for successful campaigns.
* Verifying their apt relativity between the submitted keywords, description and URLs.
* Participating in client conference calls for the purpose of audit calibration and process-related issues.

**REWARDS AND RECOGNITIONS:**

* Received “Spot Award” from Senior Manager for TOP Performer .
* Part of the team that was awarded “Best Team Award” by Senior Management.

**TECHNICAL SKILLS:**

* Proficient in MS Office Applications [Word, Excel and Power Point]
* DTP

Extra Curricular Activities

* Member of Fun committee and Organising Fun for process since Joining.
* Organising building activities for the Team
* Playing cricket for Client Engagement.
* Participated in college cultural activity for state level
* Played for collage cricket team and played for club Matches for cricket

**STRENGTHS/SKILLS:**

* Excellent verbal communications.
* Team building
* Supervisory & Leadership
* Analytical problem solver
* Good interpersonal relationships
* Driven to learn – apply new ideas
* Dedicated and self-motivated

**PERSONAL PROFILE:**

* Name : Venkatesh Rao BR
* Father : Ramaiah
* Date of Birth : 22 June 1987
* Gender : Male
* Nationality : Indian
* Languages Known : English, Hindi, Kannada, Telugu & Tamil.

I hereby declare that the information furnished above is true to the best of my knowledge.

**DATE:**

**PLACE: BANGALORE**

Venkatesh Rao B R