

# Kalaiarasan M

I am looking to continue my career with an organization that offers training and opportunities to help me realize my full potential while developing my professional management skills with the guidance of expert professionals. With my experience as an Analyst and supporting Quality Analyst, I am seeking a growth-oriented opportunity where I can apply and expand my skills to contribute effectively to the organization's success.

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## Experience

Quality Analyst (Support) – HCL Tech, Chennai,

- Executed end-to-end accounts payable operations, including invoice verification, coding, and payment processing, ensuring strict adherence to financial controls and company policies.
- Managed vendor accounts by reconciling statements, identifying discrepancies, and coordinating with suppliers to resolve payment variances.
- Oversaw payment disbursements through multiple channels (ACH, wire transfers, and checks) while ensuring accuracy and compliance with payment terms.
- Assisted in monthly and quarterly closing activities by preparing detailed AP reports, reconciling ledger entries, and supporting audit requirements.
- Collaborated with cross-functional teams to optimize AP workflows, enhancing process efficiency and reducing invoice processing turnaround time.

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## Skills

- Vendor Account Management • Payment Disbursement & Compliance • Financial Reporting & Audits • Process Optimization • ERP Systems (SAP)

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## Education

MAY 2023

Bachelor of computer science / University of Madras, Chennai, Tamil Nadu.

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## Activities

- • Playing chess • Travel