**Sandhya Karthikesan**

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*•Singapore PR •Age: 26 • Nationality: Indian*

***Career objective:***

* To contribute and be part of organisation’s growth by consistently exceeding expectations and give full commitment towards achieving excellence.

***Work experiences:***

* Worked at Hewlett Packard Global E-Business Operations Pvt. Ltd., Chennai, India as Financial Associate from Jan 2014 to Jul 2015.
  + For the DHL (Australia) project
* Worked at Royal Bank of Scotland (RBS) Business Services Pvt. Ltd., Chennai, India as Accounts Officer from July 2012 to Sep 2013.

- For the National Australia Bank (NAB)

***Educational qualifications:***

Master of Business Administration (Finance and Marketing) Jun 2010 – Apr 2012

* Panimalar Engineering College, Affiliated to Anna University, Chennai, India
* Distinction - Achieved an overall percentage of 83%

Bachelor of Commerce Jun 2007 – Apr 2010

* Meenakshi College For Women, Affiliated to University of Madras, Chennai, India
* First class - Achieved an overall percentage of 76%

High School Leaving Certificate (GCE ‘A’ Level equivalent) Jun 2006 – Apr 2007

* Devanathan Higher Secondary School, Affiliated to State Board, Chennai, India
* Achieved an overall percentage of 79%

***Professional summary:***

**Hewlett Packard Global E-Business Operations Pvt. Ltd.**  Jan 2014 – Jul 2015

* Performed SAP invoice processing, reconciliation, down payment and month-end close within the timelines set.
* Lead the team in client interaction and management with commitment to go the extra mile to meet up with customer expectations and to resolve issues requiring immediate attention.

***Professional summary (Cont’d):***

**Hewlett Packard Global E-Business Operations Pvt. Ltd. (Cont’d)**  Jan 2014 – Jul 2015

* Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors.
* Performed reconciliation of vendors on timely basis together with rebuilding trust with vendors to maintain good business relationship by ensuring timely and correct payments for all the goods and services received and performed respectively.
* Provided excellent customer service in handling client’s suppliers, purchasing personnel and internal customers.
* Managed accurate and timely processing of huge volume of invoices when needed by the client without any external errors.

**RBS Business Services Pvt. Ltd** Jul 2012 – Sep 2013

* Processed payments received through SWIFT messages which includes MT103 & MT202 with the help of IBAN and BIC.
* Managed payments within its cut off time and ensured that the standards and benchmark set for the section were being adhered to the guidelines.
* Executed RTGS payments which were received in bulk at the month end closure without SLAs and with appropriate TAT.
* Processed payments based on the market standards and policies set by the European payment council known as the Single Euro Payments Area (SEPA).
* Identify NOSTRO and VOSTRO accounts and handle the payments accordingly.

***Career highlights:***

* Awarded the bronze ovation for the month of July for handling more number of volumes.
* Awarded the MCO quality rising star for handling process with no SLA misses and with accurate TAT.
* Awarded spot ovations many times for handling large number of volumes.
* Awarded the certificate of proficiency for invoice processing.

***Computer proficiencies:***

* Advanced knowledge in SAP, MS Excel, MS Word and MS PowerPoint.