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Purpose:

To leverage more than 15 years of my experience in the finance and accounting domain to contribute to effective finance and accounting operations of a mid-sized company to learn continuously and grow in a fast-paced environment.

Areas of Specialization:

- General Accounting, E Invoicing , Accounts payables & receivables, GST, Statutory compliance, Internal Auditing & monitoring.

Core Competencies:

- Client billing, accounts payables and receivables resolving queries, team management.
- GST and Statutory compliance payment & TDS process.
- Be responsible for credit control and management reports focusing on AR improvement.
- Accounting & MIS Reports

Proficiency in:

- Maintained working knowledge in various client Portals (SAP ARIBA Field Glass, Coupa Supplier. etc)
- Developed and maintained a good working relationship with different clients (Hudson Bay,HP, etc)
- Organized operations of payments and receipts.
- Well versed in audit objectives and respond to audit statements.
- Build solid relationships with customers & provide insight in development of collections.
- Communicates with all levels of executive management and handles all escalations and resolutions.

Professional History

Role	Company	Designation	From	To
Manager	TEAMLEASE DIGITAL P LTD	Manager	July 2017	July 2023
Branch Operations	LUCAS INDIAN SERVICE LTD	Senior Accounts Officer	Nov 2014	June 2017
Billing and Stores activities	HCL INFOSYSTEMS LTD	Accounts Executive	Oct 2008	Oct 2014
Processing and disbursement of personal loan applications	CHOLAMANDALAM DBS FINANCE LTD	Credit Operations	Apr 2007	Sep 2008
Back office operations for CITIBANK	VAITHISVARAN & CO (CHARTERED ACCOUNTANTS)	Processing Executive	Oct 2003	Mar 2007

Summary

LUCAS INDIAN SERVICE LTD

- Responsible for all End customers, vendor billing and stock movement in SAP.
- Timely Collection and Submission of all C & F forms to commercial tax department.
- Uploaded all collected data in Vat Filing portal to complete monthly legal tax filing and audit.

TEAMLEASE DIGITAL PVT LTD

- Effective team player with ability to create, sustain and lead effective team.
- Assist in development of improved accounting and billing processes and reporting systems and related internal control.
- Work with the intercompany accounting team to ensure indirect tax requirements are implemented in system.
- Monitoring on daily basis of E invoicing data in clear tax portal to avoid tax complications.
- Download and reconcile data on weekly basis for accounting internally in system.
- Prepare monthly sales tracker associated with GST filing/payment.
- Assist and review data with cross functional AR/AP team and also with client on respective tax deductions.
- Conduct periodic review and Identifying discrepancies with clients & vendors on Upholding tax deductions and solve accordingly to knock off and adjusting with correct entries in the system.

Significant achievements

- Implemented policies and procedures manual to streamline billing process in online.
- Initiated and participated in different training sessions that enhanced departmental performance.
- Reduced billing discrepancies to .004% in 2022- 2023 fiscal year.
- Reviewed, analyzed and monitored all statistical data related to accounts receivable & payables.
- Reduced AR over 90 days from 30% to 5% within 6 months.
- Seek for efficiencies and help preparing improvement plans for mentioned markets.
- Leadership - Builds commitment to team, company, mission & customer through effective & frequent communications; promotes an environment of trust; fosters a respectful, energetic & positive work culture.

PROFESSIONAL & ACADEMIC QUALIFICATION

- MBA in Finance from Madurai Kamaraj University, in 2014 (2011-2013)
- B.Com (Computer application) from DR.SNS.Rajalakshmi College of arts & science (2000-2003).