

Anujavarshini. M

anujavarshini573@gmail.com

9865228420

CAREER OBJECTIVE

Seeking a challenging role in a dynamic organization, that can provide a variety of opportunities. Eager to take on diverse responsibilities, acquire new skills, and make a meaningful contribution to the success of the team. I am sure my educational qualification and experience will meet your requirements and benefit of the organization as well as personal growth.

SKILLS

- Strong general knowledge of accounts receivable process with expertise in billing and invoicing.
- Good knowledge and Handle data in excel.
- Completed extra course of Tally ERP, Prime.
- Generate a invoice through mainframe tool without any queries.
- Having experience in MS Office, Outlook, Mail box queries.
- Having knowledge about SAP payment allocation.

EXPERIENCE

Mar-2022 - Jul-2023

Process associate

Capgemini technology services private limited

- Demonstrated expertise in O2C (Accounts Receivable) Department, proficient in billing and invoice payment processes.
- Successfully created and sent bulk invoices to customers, while identifying reasons for Invoice delays and implementing solutions.
- Utilized helping tools such as Mainframe, Customer Database (CDB), RDI, and EISTC to effectively process invoices.
- Prepare reports detailing about unbilled revenue (Accounts receivable) status
- Customer payments analysis, tracking & updated the cash invoice.
- Monitored customer accounts for irregularities, including non-payment and delayed payments, and provided comprehensive customer information to the Customer Master Data (CMD) and Sales Department as requested.
- Allocate the Vat & Duty charge amount to the customer.
- Promptly responded to billing queries from both local and international customers, providing timely and accurate information and support.
- Prepared invoices without exception or enrichment queries, while processing payments and documenting account updates with precision.
- I have supported cash application team for clear the backlog payments and payment allocation in through using F-30 T-code to allocate the payments through SAP.
- Working on the cash application process and responsible for payment researching and applying customer payments.
- Salesforce used to clarify their payment queries for customers.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
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Bachelor of Commerce	Nallamuthu Gounder mahalingam college	Bharathiar University	60 %	2021
HSC	Marriammal Girls Higher Secondary school	Tamilnadu State Board	83 %	2018
SSLC	MC Girls Higher Secondary school	Tamilnadu State Board	80 %	2016

STRENGTHS

Curiosity learn new things, Adaptability, Time management, Critical thinking, Data analysis

HOBBIES

Drawing, Wall Painting

PERSONAL DETAILS

Address	No. 3/45 Palani Gounder street Coimbatore, Tamilnadu, 642114
Date of Birth	05/09/2000
Gender	Female
Nationality	India
Marital Status	Single

DECLARATION

I hereby, declare that the facts given above are genuine to the best of my knowledge and belief.

Anujavarshini. M