

AKILANDESWARI SELVARAJ

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SUMMARY

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

EDUCATION

BE Computer Science and Engineering – 2016, **Selvam College of Engineering** – Namakkal, TN

HIGHER SECONDARY – 2012, **TPP Govt Higher Secondary School** – Namakkal, TN

EXPERIENCE

Senior Process Executive - April 2018 to May 2021, **Mahendra NextWealth IT India Pvt Ltd** – Namakkal, TN

- Received and reviewed invoices; Verifies appropriate documentation and time-line for payment. Processed nearly 500 invoices for payment weekly.
- Performed and documented duplicate payment research.
- Performed reversals for incorrectly paid invoices and repayment.
- Met or exceeded the production and quality requirements.
- Evaluated financial records to detect errors and discrepancies and manage financial health of company.
- Audited invoices to ensure the accuracy and made the necessary corrections.
- Prepared statements and reports to provide information of financial position and performance, maintaining healthy cash flow.
- Communicated via email with clients to discuss about the issues overdue invoices and urgent payments.

Sales Associate – April 2017 to Nov 2017, **KG Information Systems Pvt Ltd** – Coimbatore, TN

- Made high volume of sales calls per day exceeding company outbound call targets.
- Handled and quickly resolved customer issues regarding product sales and customer queries.

SKILLS

- Accounts Payable
- SAP
- Sales
- MS Excel
- DCIW
- Invoice Processing/Verification
- Vendor Payments

INTERESTS

- Reading
- Photography
- Makeup Arts

STRENGTH

- Listener
- Self-aware
- Integrity

PERSONAL INFORMATION

Father's name : M.Selvaraj

Mother's name: S.Gomathi

Date of Birth : 22nd July 1994

Nationality : Indian

Languages : Tamil, English

DECLARATION

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

Thank You,

Yours Sincerely

(AKILANDESWARI)