

# RESUME

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## OBJECTIVE:

To work in a professionally managed Organization which will offer continuous learning, challenges, and responsible position I am looking forward to an opportunity where I can utilize my skills in constituting effectively to the success of the organization and further improvement of my personal skills.

## BACKGROUND SYNOPSIS:

**Organization** : **Accenture Pvt Ltd**

**Designation** : Senior Analyst (Team Lead)

**Duration** : 13<sup>th</sup> Sep 2024 to Till now

**Domain** : **Order to Cash**

## ACCENTURE EXPERIENCE:

- Managed a team of 14 for Accenture's new project.
- Conducted process-related training for my span.
- Attended Blue Print session with client process.
- Preparing Documents and SOP for the new process.

**Organization** : **HTC GLOBAL SERVICES**

**Designation** : Senior Engineer

**Duration** : 01<sup>st</sup> Feb 2023 to 29<sup>th</sup> Feb 2024

**Domain** : **AP, AR, GL**

## HTC EXPERIENCE:

- Hands on experience **Oracle database** retrieving client financial details Using **SQL**.
- Retrieve client details Oracle database to make an invoices and collecting payment based on services provided.
- I have handled Insurance (Life, Medical, Auto, Pets) based client in HTC

- Global service.
- Handling vendor query with Oracle database to find the vendor's pending payment in over-dues and send details to concern vendor.
- Vendor payment reconciliation exporting data's from database based on vendor records.
- Monitoring collected payment receipts with export details and update in database.
- Visualization of aging report (Overdue Payments, Pending invoices, collected payments matching with vendor wise ) Tools using **Power BI, Tableau, Excel**
- **Create, Modify, Insert** vendor details in Oracle database using **SQL**.
- Posting bulk GL entries for day to day activities using Advance SQL Query.

#### **BACKGROUND SYNOPSIS:**

**Organization : Pride Technologies India Pvt Ltd**

**Designation : Subject Matter Expert**

**Duration : 21<sup>th</sup> Oct 2019 to 11<sup>th</sup> Nov 2022**

**Domain : AP, BRS, AR, GL**

#### **PROFESSIONAL EXPERIENCE:**

- Assigned tasks to individuals and departments.
- Monitored progress within each individual toward goal attainment, utilizing measurable data in spread sheet applications.
- Identified operational issues and devised goals and plans to address them.
- Giving process training to the new employees.
- Making and Modifying SOP in accordance with the process.

#### **Accounts Receivables:**

- Making an invoice in **Microsoft Dynamics** to get payment from the vendor.
- In order to give a client an invoice and get money for payroll, creating an employee inventory is necessary.
- Responsible for finance report from **GP (Reporting Tool)** and validate finance relevant figures for finance and payroll team.
- Preparing Weekly Payroll Report & Payroll Progress Report for audit and reconciliation.
- Preparing payroll and billing for consultants.
- Calculating employee hours worked and doing an audit. (OT,DT)

#### **Bank Reconciliation and GL:**

- Monthly and daily reconciliation preparation for the client.
- Clearing the manual check which is cleared in but not from the book.
- Analyzing day to day deposits transaction updating for BRS.
- Reconcile the transactions in the Manager's and Operating and Deposit accounts.
- General entries for everyday transactions are posted.

- Credit card reconciliation for daily and monthly transactions.
- Posting GL entries for daily and monthly Credit card transaction like (Amex, visa, discover).
- Monitoring intercompany transaction and posting GL entries. Sweep entries for intercompany transaction.
- Maintaining credit card commission process and validating and posting entries.

## **BACKGROUND SYNOPSIS:**

**Organization :** State Street HCL Pvt Ltd

**Duration :** 18<sup>th</sup> July 2018 to <sup>TH</sup> 14 Oct 2019

**Designation :** Senior Process Associate

## **ROLES & RESPONSIBILITIES:**

- Processing Invoices in One- way, Two- way and Three-way match
- Handling payment process for weekly payments.
- Approving invoices for payment handling.
- Analyzing and processing unapproved invoices (Non-PO).
- Preparation reports and allocating the invoices to the users.
- Processing Rental Agreements (Office-Rental and Employees-Rental) and Maintenance Charges (Water and EB Bills and Office Parking Charges).
- Processing Employees Cab (Pick-up and Drop and Adhoc) Related Invoices.
- Employee Phone Bill Process (Airtel and Vodafone Invoices).
- Processing invoices with GST (CGST & SGST & IGST).
- Handling payment process for weekly payments.
- Handling GL entries for daily expenses
- Processing Contractual Employee Salary with TDS (TAX Deduction@ Source).
- Calculating TDS with Correct Percentage.
- Dealing with supplier enquiries and response through mail.
- Reconciliation of invoices (Statement of vendor) based on the helpdesk requirement.
- Generic Mail box handling and allocation the mail to respective folders.
- Handling internal and Client based queries through Email.
- I have handled internal audit of tax (GST) based on locations.
- Handled scanning process through which was received through Emails.
- Very good knowledge in Bank Reconciliation Statement process.
- Handling Check Request process for payment.
- Monthly productivity files preparation.
- Vendor Creation, Modification as per client request.

## **TOOLS USED:**

- Oracle Database SQL(Structured Query Language)
- Tableau & Power BI

- Jupyter Notebook Python (Numpy, Pandas, Matplotlib, Seaborn)
- R Programming
- Oracle R12 & 11. Sage 100
- Workday & QuickBooks & Launch VMS
- JD Edwards Enterprise (Oracle) & Microsoft Dynamics GP.

**Organization : Accenture Pvt Ltd**

**Duration : 21<sup>th</sup> Mar 2016 to 15<sup>TH</sup> Jun 2018**

**Designation : Process Associate**

### **ROLES & RESPONSIBILITIES:**

- Processing Invoices related to PO by using PO voucher entry.
- Analyzing and processing unapproved invoices (Non-PO) by Speed voucher entry.
- I am handling upload process included GL entries.
- Reconciliation of invoices (Statement of vendor) based on the helpdesk requirement.
- Handling internal and Client based queries through Email.
- I have handled internal audit of Tax based locations.
- Creation Vendor in Vendor management.
- Handled scanning process through which was received through Emails.
- Preparation reports and allocating the invoices to the users.

### **EDUCATIONAL PROFILE:**

- Bachelor of Commerce (ISM) from University of Madras with 65% in the year 2015.
- HSC from Tamil Nadu with 70% in the year 2012.
- SSLC from Tamil Nadu with 73% in the year 2010.

### **PERSONAL INFORMATION**

Name	:	M. Magesh Kumar
Languages Known	:	English & Tamil
Permanent Address	:	No-41, 3 <sup>rd</sup> street, Thamarai Nagar Thirumullaivoyal, Ambattur Chennai, 600062.

### **DECLARATION**

I vouch for the authenticity of the above furnished information.

Place: Chennai

Date:

(M. Magesh Kumar)