

MEENAKSHI S

Senior Financial Analyst

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OBJECTIVE

An Adaptive and determined professional who has an extensive knowledge of accounts payable & receivables procedures. Team-oriented with strong communication skills and ability to constantly learn and adapt according to the task at hand.

SUMMARY

- 9+Years of Total experience with Accounts payable , Receivables and Cash Control.
- 1 Year as Senior Financial Analyst in Vibhu Healthcare Pvt Ltd.
- 2.5 Years as Senior process associate and 1.5 years as Team lead in DHL Global Freight Forwarding.
- 6 Months as Cash control Analyst in Conduent.
- 2 Years as Process associate and 1 year as Senior process Associate in Tata Consultancy Services.
- 10 months as Process Associate in R.R.Donnelley.

ACHIEVEMENTS

- Awarded R&R (Rewards & Recognition) by Client twice for maintaining consistent quality and productivity.
- Awarded BPS (Best Star Performer) 8 times for the outstanding performance and skills exhibited in TCS.
- Received Star Performer Award for 8 times in DHL for adhering to Quality and Productivity metrics.

EDUCATION

Jun 2008 - May 2011

Bachelor of Commerce, Hindu College, Madras University, Chennai

EXPERIENCE

Aug 2023 - Present

Financial Analyst - Vibhu Healthcare LLP, Chennai

- Worked to maintain accurate and detailed information for patient records.
- Aimed to provide the highest level of customer service by remaining organized , punctual and accurate.
- Preparation of Monthly Reporting which gives the total business and financial information of agencies in periodic basis with respect to total volume of sales,Collection, Aging, Revenue.
- Analyze and file GST based on slabs.
- Handled GSTR-2B by submitting through e invoice.
- Analyze and prepare month-end/year-end financial statements.
- Manage and keep the company's tax database up to date.

Application Used : ShopAid and Marg ERP 9.

Team Lead - DHL Global Freight Forwarding, Chennai

Aug 2018 - Jun 2023

- Adhere to Quality and Productivity metrics.
- Performance ratings and reviews.
- Ensure to monitor all Freight invoices are processed in SAP as per SLA & reviewing of Intercompany monthly billing.
- Conduct regular audits internally using double entries check database macro.
- Building & sustenance of Risk & Control Matrix (RACMs) for all process, ensuring teams are aligned to it.
- Supported ISO and PWC audits (Internal and external) on quarterly basis.
- Proactively identify areas where internal controls and procedures can be improved in the preparation of the account reconciliations and propose solutions to mitigate risk and close gaps.
- Manage the process for elevating control risks to senior levels when appropriate.
- Lead in the developing and improving management reporting.
- Handling vendor reconciliations and Month end closure activities.
- Preparing MPR and QPR deck for business reviews & preparing adhoc reports up on client request.
- Perform Bank reconciliation activities and Updating KPI matrix.
- Performing Monthly and Quarterly recons in Blackline tool.

Feb 2018 - Jul 2018

Application Used :

- LOGIS AIR AND OCEAN FREIGHT , CW1, JBA, WORKSPACE 3.2 , ISC,

Cash Control Analyst - Conduent, Bangalore

- Booking of Wire payments.
- Wire Payments Forecasting.
- Wire Payment processing- Regular Wires/ SAP Wires.
- Payment confirmation for the wire transactions completed.
- Self audit for the Wire transactions.
- Handling ACH Pre Funding & Queries.
- Returned cheques handling.
- Stop payments handling.
- JE accruals for outstanding wire payments.

Application Used :

- GEPARA,ODM 1 2 & 3, JPMC, DACOR

May 2013 - Oct 2016

Senior Process Associate - Tata Consultancy Services, Chennai

- Processed accounts payable cheques, wire transfers and ACH payments.
- Processed employee expense reports and one card maintenance.
- Maintained vendor master files and handled monthly client calls.
- Reviewed vendor statements and purchase orders, investigated and resolved open issues.
- Assisting month closure activities regarding A/P, A/R including bank reconciliation and sub ledger books.
- Played Vital role in adhering to compliance requirements and achieved good scores in Internal and External Audits.
- Sending chase emails and reminder letters to customers and track the payment received.
- Processing credit request.Worked on credit management to monitor the credit exposure of customers and requesting additional security if required.
- Estimating and forecasting the cash collections volume on monthly basis using a tool.
- Preparation of balance sheet reconciliation and clearing open line items.
- Preparing and reviewing files for parked invoice report, AR overdue invoices and follow up.
- Responsible for sending the Debtor Activity & Aging Reports on a weekly Basis to the clients which will enable to the clients to collect the invoices on due dates.
- Standard Operating Procedure – Preparation of SOP for each activity in the process, which serves as an operational guide to the users, provides an idea about the scope of work and responsibilities.

Application Used :

- SAP, GP TOOL, AS400,WELLS FARGO AND OMS

Jul 2012 - Apr 2013

Process Associate - R.R. Donnelley, Chennai

- Keying PO invoices.
- Quality checking of Invoices which has been parked before posting.
- Exception processing of invoices.
- Handling vendor payment queries through email.

Application Used :

- SAP