**Name: Madhu.K**

**D.O.B.: 6th July 1985**

**Marital Status : Married**

**Pan: FGHUY4563J**

**Passport: B1452369**

**Gender: Female**

**Specialisation: Banking and Financial services**

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# Career Objective:

# Masters of Administration in Banking and Financial Services with substantial experience as Account payable Analyst. Seeking a responsible position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth.

**Area of Specialization (MBA)**

* + - * Accounts Finalization.
* Equities, Short term and Long term Financial Instruments.
* International Financial Management

**Products and Applications -SKILL SETS**

* Oracle R12,
* SAP
* AX and Kofax, Markview.
* Sales force

**PROFESSIONAL EXPERIENCE:**

* **P2P Analyst**
* **OPI (outsources partner international) now its become EXL From-21-Sep-2009 and continue.**

**Helpdesk (Client mailboxes)**

* Queries of Clients and Processing team
* Client help desk(Email and Telephonic) – Internal and External
* Payments relating to Subcontractors and Sub-Professional Services(Govt & Non Govt)
* Stop Payment and Refund Requests
* Cheque and wire request form preparation and processing
* Re-class and reversal requests
* Exception Invoices routed to the designated person
* Queries related to Inter-company invoices and payment release
* Scanning invoices to AGIS using vendor and requestor emails
* In charge for sorting mail, filing and general office duties

# Accounts Payable Responsibilities:

* Invoice processing, matching invoices and paying.
* Managing and monitoring hold invoices and investigating reasons for hold and releasing them for payment when appropriate.
* Auditing the invoices according to policy.
* Supplier Reconciliation.
* Running reports for month end close.
* New Updations / Changes in process to be documented(Desktop procedure)
* Attend weekly and daily calls with Clients
* Preparing various reports like Completed & Pending, Ageing, SLA, Utilization, Daily, Weekly and Monthly reports

**Expenses Reporting Responsibilities:**

* Having a good experience in processing of Expenses reports invoices by using the Oracle Applications.
* Dealing with supplier queries and answering processed queries
* Solving the Invoices on holds report queries in Expenses.
* Auditing the expenses ,
* Resolving the issues elevate during the process.
* Interaction with the employees & with the respective dept for resolving the queries raised by the respective persons.

## Procurement Responsibility:

* Creating Purchase Order’s.
* Calling the Requestor, regarding clarification related to requisitions or any new updated to be discussed.
* Resolving the holds, for example: - Receiving holds & Order holds.
* Interaction with the employees & with the respective dept for resolving issue
* Running the reports like Requisition Report & Invoice on hold Report.

**Processing:**

* Processing requisition with in SLA.
* Requisition quality/quantity of processing is maintained as per the SLA (specify minimum SLA parameter).
* To escalate any process related ambiguities to their respective supervisors or manager for clarification.
* Knowledge of the different applications used to process Requisition of different regions.
* Ability to train new recruits - provided they are fully knowledgeable about the process.
* Basic understanding of quality policy and Tactical Purchasing, Account payable, Expenses report.
* Preparing IOH at the end of every Week.

**Academic Qualification**

* **Masters OF Business Administration**, From Madurai kamraj University
* Year of Passing 2009 with First class Division.
* Specialization in Banking and Financial Services as Major and Marketing as Minor.
* **Bachelor of Commerce,** from Bangalore University.
* Year of passing 2006 with Second Division.
* Honors’ in Accounts.

**Achievement**

* Outstanding contribution to the team’s performance for the year: 2010-2011
* Received Client appreciation for stabilizing the remotely transitioned the process before the given period.
* Received Client appreciation award.
* Won FCL championship for the year 2013 and 2014.

***Declaration:***

I hereby declare that all the above information given is true and factual of my belief.

**Bangalore Madhu.K**

**FURTHER INFORMATION AVAILLABLE UPON REQUEST**