**VENKATARAMANAN.S**

**Email: daringdude55@gmail.com Mobile:** **+91 9710232277OBJECTIVE**



I am looking for a challenging and rewarding career in a progressive organization which will provide me opportunities for skills enhancement, to learn and to improve my gray areas.

**WORK EXPERIENCE**

**Organization :** Barclays Shared Services (BSS)  **Designation :** Quality Analyst  **Duration :** September 2012 to Till date

**Job description:**

**As QC agent – Payments Protection Insurance - Decision Making (UK)**

* Resolving internal departmental queries related to Capacity Planning & Weekly Business Review presentations
* Involved in identifying deficiencies in existing process (tools, metrics and reports) and recommending solutions
* Maintained close working relationships at all levels with both onshore team and support staff (e.g. Credit, Finance, Market, Risk, Legal & IT)

**Highlights**

**As QC agent – Payments Protection Insurance - Decision Making (UK)**

* Rated A performer for the Year 2012
* Successfully handled the challenge team and ensured that the team achieves minimum 80% in internal Quality scores.
* Initiated fun at work activities and the same was appreciated by the management.
* Accredited with “Hi-Flyer Award” for exemplary performance
* Achieved 100% confidence of the client in terms of Quality & Timeliness which brought new projects to the company

**Organization : IBM Global Process Designation :** Financial Executive (Accounts Payable)  **Duration :** April 2011 to May 2012

**Job description:**

**PO and Non PO Processing in SAP**

* **Administrative payments** : processing of lease rentals, telephone bills , business meeting expenses, staff welfare, freight, RM/PM, expenses through **GL/cost center**
* Process **PO based invoice** related to **RM/PM** duly checked Quality Clearance, Receiving date with GIN report.

Freight

* Finished Goods Transportation from Plant to 3P and **CFA** to Stockiest
* Preparing **secondary** and **primary freight** and **detention report** in month end.
* Preparing monthly reconciliation for all four regions secondary freight payments.
* Preparing secondary freight payment report on monthly basis to provide a clear picture to them amazement.

**Organization: Steward Capital Pvt. Ltd. (Johnson & Johnson)**

**Designation :** Accountant- Officer

**Duration :** April 2010 to March 2011.

**Job description:**

* In charge for Office Administration.
* Responsible for day-to-day accounting & Receipts & Payments
* Recording all Books of Accounts in Tally.
* Handling Cash and Bank Transaction.
* Maintaining Bank Reconciliation & Petty cash

**EDUCATIONAL CREDENTIALS**

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| --- | --- | --- |
| **Courses** | **% of Marks** | **Year of passing** |
| Master of Business Administration (M.B.A)-Financial Management | 60% | 2013 |
| B.Com (Corporate Sec.) | 60% | 2009 |
| +2 Arts | 58% | 2006 |

**IT Skills**

* Well versed with MS-Office (MS Excel & MS Access)
* Well versed with VB macros

**PROFESSIONAL SYNOPSIS**

**M.B.A. (Master of Business Administration)** with in-depth understanding ofskillslike

* Financial Management
* Final Accounting
* Management Accounting

**TECHINICAL SKILLS**

* Accounting Package : Tally 9.0
* SAP (AP Process)
* Microsoft Office- Operating System.
* Adobe Photoshop.

**Personal Details:**

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| --- | --- |
| **Name** | VENKATARAMANAN |
| **Date of Birth** | 15th October 1988 |
| **Age** | 26 |
| **Languages known** | Tamil & English |
| **Address** | S/o Saravanan, #102, Krishna Street, Palaniappa Nagar, Valasaravakkam, Chennai-600087. |
| **Mobile** | +91-9710232277 |
| **E-Mail** | Daringdude55[@](mailto:venkataramanan15@)gmail.com |

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Chennai

**Date:** **(VENKATARAMANAN)**