

## **AFROSE**

Bharathiyar Nagar,  
Krishnagiri, Tamil Nadu - 635001

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### **OBJECTIVE:**

To pursue a career that will utilize my experience, expertise and skill sets for the mutual benefit of organization and self. I like to take on challenges and believe in synergies of teamwork.

### **EXPERIENCE SUMMARY:**

- Finance professional with 4 Years of Travel & expenses career span backed by solid credentials and proficiencies in generally accepted accounting practices
- Responsible for auditing employee's travel claim reimbursement processing and follows the SLA made with client along with the company policies and procedures.
- Proficient in training people
- Professional experience in sales of auto parts, we sell major used car parts to USA customers.

### **CAREER RECORD:**

- Period : Feb-2018 to Nov-2019.
- Company : Dark trace Pvt. Ltd., Bangalore.
- Designation : Senior Associate.
  
- Period : Oct-2012 to May-2017.
- Company : HTC Global Services, Chennai.
- Designation : Process Associate.
  
- Period : Jan-2011 to Feb-2012
- Company : Hinduja Global Solution, Chennai.
- Designation : Customer Relationship Officer.

**Professional Experience in Travel and Expense Services:**

- Extracting the travel expense reports for audit & Vouching the Expense Report in accordance with the policies and procedures
- Auditing the receipts for the authenticity of the receipts by validating the major requirements
- Differentiating the business claims from personal/non-reimbursable expenses to avoid erroneous payment
- Validating the travel expenses to identify overstated claims or fraudulent claims
- Researching the historical reports/claims of the employees to avoid replicated claims
- Expertise in doing foreign currency exchange reports

**Additional Job Responsibility:**

- Performing Quality check for the team
- Handling Generic email box
- Training and troubleshooting for the team
- Handling work Allocation of the Team members
- Trainer for new joiners and engaged in transferring the knowledge by holding frequent update sessions

**System Skills:**

Having good exposure in MS Office tools like MS Excel, MS Word, and MS PowerPoint.

- Operating System : Windows All

### **Academic Qualification**

- B. Tech (Information Technology) with 62.0% completed in 2010 from DMI College of Engineering, Chennai. Anna University
- D.ECE (Electronics and communication Engineering) with 78.0% completed in 2007 from PMC Polytechnic College, Hosur. DoTE.

### **Personal Details:**

- Date of birth : 6th July, 1989
- Languages Known : English, Hindi, Urdu and Tamil
- Marital Status : Married
- Nationality : Indian
- Passport status : Active

I hereby declare that all the above stated Information is true to the best of my knowledge and

I assure that I will be faithful and sincere in my work.

Date:

Place: Krishnagiri.

Yours faithfully,

(AFROSE)