

# JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San  
Francisco, CA 94105



## SUMMARY

Obtain a job as an Executive in your Company to provide financial expertise, 9 years of BPO Finance expertise, strong critical thinking skills, computer skills, and to contribute to the success of the business

HIGHLIGHTS

- STRENGTHS:
- Achievement Oriented with Excellent Communication
- People Management Skills
- Team Worker.
- Ability to Manage Change with ease
- Adaptability to Flexible Work Hours.
- Excellent Negotiation and Analysis Skills
- Quick learner with high energy level
- Willing to work hard.
- Eager to take responsibility in challenges.
- Operating system : Windows
- Financial Accounting Packages Tally Accounting Package 6.7.2 (A-Grade)

EDUCATION

B.L.I.S Madras University  
, • 2006 â€” â€”  
B.com: - GPA:  
Year of Passing

Madras University  
, • 2005 â€” â€”  
:- GPA:

Higher Secondary School St. John Higher Secondary School  
, • 2002 â€” â€”  
:- GPA:  
Secondary school leaving certificate

St. John Higher Secondary School  
, • 2000 â€” â€”  
:- GPA:

ACCOMPLISHMENTS

EXPERIENCE

Honeywell - Finance Analyst  
, , • 01/2009 - 01/1

- Connecting with onshore business for review of AUC balance and updating the status of the WBSE's Scheduling Monthly with call with onshore business and Finance / Business leads to update the status of the over expenditure Leading team with regular catch up meeting and allocating the WBS creation request equally and conducting monthly connect Metrics discussion Playing a key role as a SPOC for my team in case of any Adhoc request and Statutory reporting.
- OBJECTIVE OF THE PROCESS: Creation of AFE (Authority for Expenditure) Maintaining WIP balance Performing Statutory Report (A202 (US Tax), Capex Spent Report, Flux Report etc) Focal from Capital & Assets for Divestment activities Performing Asset Capitalization, Write off Taking up Audit queries from PWC local audit Connecting team meeting on daily basis and allocating works based on volumes Performing internal audit testing for legal entity Being a Control operator for Exploration Balance Sheet Review.
- Capex Reporting submission to the Manage close team.
- This will provide the total spent for the year.

Ust Global - Process Associate  
, , • 06/2007 - 01/2009

- Project name : Home Depot Responsibilities: FA deals with asset capitalization, asset transfer, asset disposal, asset cost adjustment and CIP account reconciliation.
- Also perform asset depreciation during month end.
- AP team makes the payments to the vendor for the items purchased.
- AP make a JE and coded to asset capitalization in progress (CIP) account.
- Upon receive the AP JE.
- FA look for back up records like Invoice copies & Capitalization Expenditure Request # (CER#).
- Based on the FA policy we have categorized the assets based on the invoice description given.
- Asset category can be major & minor category based on company policy it differs.
- Upload the FA additions to the system.
- If the branch is not able to provide adequate back up records (invoice copy & CER#) we can reclass it as expense based on company policy.
- Also perform FA transfer from one branch to another branch based on the request which branch has submitted to us.
- Also perform FA disposal from the respective branch based on the request which branch has submitted to us.
- Cost adjustment: If any sales tax was not paid in the invoice copy.
- Later AP made separate payment for Sales Tax alone.
- We can adjust the Sales Tax amount to the existing asset in the system.
- Depreciation: Most of the company performs STL depreciation.
- At the end we have to reconcile our FA CIP account of all the activities which you had performed during last month.
- I had been a top performer for many times for giving 100% Accuracy got 100C award.
- Business Excellent award by client Home Depot Supply Got Star of the month from Raman Chennai BPO head TCS for this quarter in TOWNHALL.

Ust Global - Process Associate  
, , • 04/2006 - 05/2007

- Involved in MI Consolidation & MI Audit Involved in Query Solving.
- Cross-skilled in Different processes Consistent High Quality performance with good productivity.
- Involved in Training of New team members.
- Completed the Lean Training.
- Achievements Had been a top performer in the whole floor for doing maximum number of cases, I reached the "Last Attributable Reference" message, which blocks the clients software and got Siemens best Performer award.

SKILLS

account reconciliation, Accounting, AP, balance, Balance Sheet, C, Excellent Communication, client, clients, Finance, Financial Accounting, internal audit, legal, People Management, Windows, works, Negotiation, Operating system, processes, progress, Quality, Quick learner, reporting, Sales, Scheduling, Siemens, Tax

ADDITIONAL INFORMATION

- PERSONAL DETAILS: Name : T. Catherine Claire Father's Name : S. Thomas Permanent Address : Plots No: 70-A, Velan Nagar, Valasaravakkam, Chennai - 600 087 Date of Birth : 28th Dec 1984 Passport : Yes Gender : Female Nationality : Indian Languages Known : Tamil & English. Marital Status : Married DECLARATION: I hereby declare that all the above information furnishes by me is true and correct. Yours Truly, Catherine Claire