# RESUME

No: 67, GuruMahavishnu Apartment

Hindu colony, Nanganallur - 61

Mobile: 9791020198 / 9791040196

sailakshmi\_118@yahoo.co.i**n**

***S.Ramalakshmi (DOB: 18/01/1983)***

# Objective

Seeking a good opportunity in an organization which will require me to utilize my skills, abilities and experience.

#### Educational Qualification

**10th Std**

School : SHN Ethel Harvey Girls HSS, Sattur. Virudhunagar Dist.,

Percentage : 77.4%

Passed on : May 1998

**12th Std**

School : SHN Ethel Harvey Girls HSS, Sattur. Virudhunagar Dist.,

Percentange : 84.5%

Passed on : May 2000

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**Bachelor of Commerce (B.Com) Regular**

Institution : Sri Ramasamy Naidu College, Sattur, belongs to MK University.

Percentange : 65%

Passed on : Jun 2003

**Master of Commerce (M.Com) Regular**

Institution : Sri Ramasamy Naidu College, Sattur, belongs to MK University.

Percentage : 73%

Passed on : Jun 2005

### Practical Experience / Period of Work

***Volex Interconnect India Pvt ltd. (MNC) Accounts Assistant,***

*Neelankarai, Chennai-41.*

*(Jan 06 to Mar 07)*

***Accenture Services India Pvt ltd. (MNC)***

***Senior Process Associate,***

***Sholinganallur,*** *Chennai-119*

*(Mar 2007 to Oct 2009)*

##### Skills

* Dedicated, innovative, self – motivated team player and quick learner.
* Strong communication, interpersonal, creative and organizational skills.
* Proactive, motivated, goal- oriented problem solver. Quickly absorb and retain new information and procedures.
* Skilled in maintaining excellent relationships with senior manager team members.
* Produce quality work even under extreme time pressure and deadlines.

***Employment History***

*Company : Volex Interconnect India Pvt ltd. (MNC)*

Designation : *Accounts Assistant*

***Roles and Responsibilities:***

* Responsible for preparing daily metrics for management reference
* Processing high priority invoices which should be paid immediately
* Analysis of Cash Forecast
* Responsible for sending Month End Reports to Management
* Resolving Dispute invoices
* Handling queries from Reconciliation
* Responsible for sending Statement to suppliers.
* Handling queries from Vendors.
* Maintenance & Reporting of Ledger Accounts (Advance,Prepayment,Staff Loan)
* Preparation of Bank reconciliation statement.

*Company : Accenture Services India Pvt ltd. (MNC)*

Designation : *Senior Processor in Accounts*

***Roles and Responsibilities:***

* Preparing Cash flow forecasting on a weekly basis.
* Handling AP Month close activities.
* To ensure error free work with no Operation loss.
* Reconcile the supplier statements.
* Invoice processing.
* Query Handling & Resolve the same with in 2 days.
* Responsible for preparing daily metrics for management reference.
* Preparing focus report charts
* Handling payment run.
* Preparing Cash flow forecasting on a weekly basis
* Resolving Dispute invoices
* Handling mothend Accruals.

***Certification Course***

* **Diploma in Practical Accounting and Taxation.**

Institution: SRNM College, Sattur.

* **Tally 6.3**

Institution: CSC Computer Education,Sattur.

* **Post Graduate Diploma in Computer Application (PGDCA)**

Institution: MVM InfoTech, Sattur.

***Languages Known***

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* Tamil
* English
* Telugu

***Personal Details***

Marital Status : Married

Current Position : Home Maker

Kids : 1 Boy (Studying 4th std) & 1Girl (Studying 3rd std)

Huppy : Associate Consultant,

HCL Technology, Sholinganallur.

Nationality : Indian

Religion : Hindu

**Caste : OC – Telugu Brahmin**

## Declaration

I hereby declare that the above specified information’s are correct to my knowledge.

Thanking you,

SIGNATURE