

PARTHIBAN.L

Email : Parthiban.1996l@gmail.com

Cell : +91 8778172009

OBJECTIVE

To seek a challenging career in an organization that would allow me to use my experience to grow along with the organization and give me an opportunity to enhance human relations.

CAREER PROFILE

- ❖ Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- ❖ Excellent written and verbal communication skills.
- ❖ Highly trustworthy, discreet and ethical.
- ❖ Resourceful in the completion of projects, effective at multi-tasking.

EXPERIENCE

Last Experience

Firm Name : **SUTHERLAND GLOBAL SERVICES.,**
Designation : **Sr. Associate – Trans Processing**
Duration : **Dec-2016 to till date**

ROLE & RESPONSIBILITIES (Accounts Receivable – Cash Application)

- ❖ Processed multiple bank account receipts from lockbox, EFT, and Credit Cards
- ❖ Research payment exception by comparing images of checks or bank report payment details to open invoices in oracle
- ❖ Maintained communications between billing and sales department.
- ❖ Processed adjustments, refund, bad debt & monthly write offs.
- ❖ Reconcile cash – Balance Accounting system funds against bank deposits.
- ❖ Process credit card transactions and reporting
- ❖ Prepare monthly AR reconcile statements
- ❖ Team member training – Assist in new hire training and team cross training efforts
- ❖ Process improvement – Identify process gaps and complete improvement projects.
- ❖ ERP – Oracle, Rumba Mainframe, Cybersorce

ACADEMIC QUALIFICATIONS:

B.COM General – Second class

Dhanraj Baid Jain Collage, Chennai – 2013 to 2016

COMPUTERS SKILLS

- ✓ MS (Micro Software)
- ✓ Tally

PERSONAL DETAILS

Father Name : - Loganathan. A

Date of Birth : - 29-04-1996

Language : - English, Tamil

Address : - No 5/530 A, 7th St Nehru Nagar M.K chavadi,
Okkiyam thoraipakkam, Chennai-600096

Declaration:

I hereby declare that all the above statements are true to the best of my knowledge.

Date :

Place :

Signature