




PONNUTHAI G

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Aspiring for Senior Lead Level assignments in Accounts & Finance with frontline role in Domestic/International business of repute.

CAREER OVERVIEW

- **SAP FICO certification Course** done with extensive training on **Atos SAP training cent**
- A Competent professional with 10 years of valuable experience in End-to-End P2P Expertise (Third Party & Inter Company), T&E, Execution of Payment to Vendors & Employees, Contract Accounting & Fixed Asset, MIS & Operation Management, Reporting Month End Process, Banking & Payments.
- Proven ability in improving operation through introducing effective control points with the support of Quality team and bringing process changes to enhancing business growth and maximizing output.
- Analyzing the Risk Factors by identifying potential problems, Weighing their probabilities, impact and counter measures
- A keep communicator with excellent relationship with top level management and team.

OCCUPATIONAL HIGHLIGHTS

SAP CERTIFICATION

SAP S/4HANA Finance & Accounting, Version 2020

SIEMENS – SAP Atos Training Center, Bangalore

(21st Sep 2022 – 23rd Oct 2022)

Focus Area:

- **FI-GL:** Configuring and Customizing of Enterprise structure, Financial Accounting global setting, General Ledger Accounting
- **Accounts Payable:** Configuring and Customizing customer A/c group, vendor master data, Automatic Payment Program, house bank customization and check management

- **Accounts Receivable:** Configuring and Customizing customer A/C group, Customer master data, Configuring Dunning areas and dunning procedure
- **Assets Accounting:** Configuring and Customizing of Assets and Depreciation Run
- Knowledge on Cross Module Integration: **(FI, MM and SD)**
- Maintaining Controlling area.
- Knowledge on new GL Account.

Modules Covered:

- **TS4F01 – Order Fulfilment I**
- **TS4F02 – Order Fulfilment II**



Since from October'16 with Maersk Global Service Centre Pvt. Ltd. (Currently Serving)

Key Accountabilities

- Part of Global Financial Shared Services.
- Managing team of 4 Members and providing process guidance to Onshore Teams.
- Supervising Month End process in the SAP Environment, this includes closing of AP Subledger, Bank Reconciliation & GL Accounting.
- Establishing utilization of resources through Load balancing & Time motion study. This helped bringing effective outcome of process standardization and process on TAT.
- Closely working with GL Team in booking of banking entries on timely basis.
- Understanding requirement of client and transitioned reconciliation remotely.
- Meeting productivity targets through cross training between team members.
- Meeting with process owners and understanding accordingly the process requirements and looking for areas to get more improvements.
- Understanding process criticalities, Complexities and making process map.
- Analyzing R17 RICC report aging greater than 30 days for Control accounts.
- Performing AP reconciliation analyzing invoices and cost to derive pending or open items which pending as unmatched and inform CSO to close accordingly.
- Performing AP NON-Cash Pool Pay run on fort night basis to vendors.
- Cash Pool Settlement clearing, Performing payment reconciliation between Vendor books and AP book.
- Closing balance confirmation for each entity after recognizing Future ETA & Clearing Activities.
- Performing Clearing activities between unmatched PO & Invoices using control account open items.
- Weekly & Monthly Reconciliations for Receivable Country to provide Exposure Value > 30 Days.
- FACT AP Report Extract and EMT upload, Enhance with Payable CSO, Receivable CSO & Total Invoice amount. Upload into Exception Management Tool.
- Sending AP report to Central Service Office pulling Open item report for respective regions with appropriate total Invoice amount and aging for PO creation to show the total amount ageing against each receivable and payable CSO.
- Error Handling & List of IDOCS uncleared in EDI, Handle the errors as per QRG and re-execute those IDOCs to get picked in next days EDI using trans code BD87.
- Follow up on the disputes not closed on timely basis with appropriate PO/CN number.
- Providing Control & Admin access, Create and update user activities & other master data in EMT.

Noteworthy Achievements

- Honored with Leadership award in 2018.
- Awarded Best team for exemplary performance during process migration from PUNE to Chennai in 2017.

Senior Process Associate – Nov 2011 to Aug 2016 date Tata Consultancy (4 Years & 8 Months)

- Enter data into computer invoicing system and file with customer information
- Send invoices to appropriate recipients to inform them of payments due received or
- Recognize the lack of PO on invoices and documents and resolving the issue
- Place investigative emails when there are questionable aspects of the invoice
- Assist customers in setting up automatic payment plans and paperless record keeping
- Processed entered tracked sent and received invoices for all departments
- Reported any past due invoices to appropriate channels

Responsibilities & Activities: Nov-2011 – Aug 2016

- Processing freight vendor payments (In SAP A/C Payable Software)
- Raising queries arising out of invoices via mails and getting it resolved on priority basis and making payment.
- To ensure client communications are handled with utmost care and all the problems/issues pending, being addressed.
- Turnaround Time: Processing of at least 99.99% of all transactions within specified turnaround as per the SLA.
- Update the internal tracking sheet regularly during the day and make sure latest status is updated.
- Constantly monitor pending activities and escalate long pending activities/issues.
- Constantly monitor the group mailbox and respond to relevant mails on time.
- Allocate and supervise work to ensure maximum productivity.
- To escalate exceptions and processing them with proper approvals from Channel Management.
- Adhere to the information security policies of the organization.
- Processing Merchandise vendor payments. (In SAP and PASSPORT software).
- To prepare QBR(Quarterly Business Review)
- Handling customer escalation emails.

ACHIEVEMENTS

- BPS-Performance Linked Reward (PLR) for September 2014

- I was given a certificate of Excellence Award by TCS
- Service & Commitment Award (3 Years completion)
- I got many appreciations from my client for deliverable so quickly
- I have given two process improvements my team
- E0-AP & AR Certifications, E1-AP & AR Certifications

ACADEMIC

- B.Com(CA) from GVN Collage, Tirunelveli – Manonmaniam University, in 2011 with 68%
- Plus Two from Kammavar Girls hr sec school in 2008 with 77%
- SSLC from Sengunthar hr school with 58%

IT FORTE

- Citrix Server
- MS Outlook, MS-Office 2003, 2007 & 2010
- SAP ((T-Codes FBL1N, FB60, MIRO, FB03, F-44, XK03, ME23N,)
- IBM Legacy –PASSPORT TN3270
- **Globally certified for SAP FI S/4HANA 2020, and Tally ERP 9 version**

PERSONAL DETAILS

- Father Name : GURUSWAMY P
- Mother Name : THIRESAMMAL G
- Nationality : Indian
- Date of Birth : 16 May 1990
- Languages : READ: TAMIL & ENGLISH
WRITE: TAMIL & ENGLISH

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct, and complete to the best of my knowledge and belief.

Place: Bangalore
Date:

Yours Faithfully