

**Sivashankari. J**  
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**Madipakkam, Chennai**

#### **Objectives:**

To perform the best and aim towards the height of technical Excellency in the area of Accounts & Finance

#### **Educational Qualification:**

- M.com. & M.B.A (Pursuing)  
Madras University
- B.com-2001-2004,  
Poompuhar College, Poompuhar  
Percentage 78%
- Pre-University 1998-2001  
Matriculation and Higher Secondary School,  
Percentage 89%

#### **Technical Skills:**

- Proficient in Handling Functional Modules (SAP FICO)
- Dos, Windows XP, MS Word, MS Excel.
- MS Office and Internet Application.
- Basic Knowledge in Typewriting.
- Microsoft Outlook and Lotus Notes

#### **Experience Details :**

<b>Organization Name</b>	:	<b>Infosys BPO Ltd, Chennai. (Formerly Philips Electronics India Ltd, Global Financial Shared Service Centre, Chennai)</b>
<b>Designation</b>	:	<b>Process Specialist</b>
<b>Period</b>	:	<b>AUGUST-2007 to Till Date</b>

## **A Brief of AP Team :**

- AP Team is a group dealing with business transactions that take place between various Philips entities globally.
- Adherence to Deadlines on payment.
- Processing of invoices /Credit notes received from various Philips affiliates of Accounts Payable.
- Vendor balances and payment status.
- Follow up on Blocked Invoices.
- Reversal and reposting.
- Vendor Reconciliation.
- Solving Vendor Queries and issues
- Vendor master creation

## **Over all work experience in AP**

### **Accounts Payable (PTP)**

- Accounts Payables across world (Global Shared Service Centre)
- Invoice Processing
- Check PO
- Reversals and Reposting
- Manual Clearing
- Blocked Invoice Report
- Hold invoice report
- Blocked Vendors Report
- GRIR Ageing Report
- Assign Approvers
- Vendor Reconciliation
- MIS reporting

### **AP Centralized Vendor query Team (PTP)**

- AP vendor payment status
- AP vendor payment details
- Vendor Calls
- Vendor Emails queries
- Vendor Reconciliation

### **Master data Team (MD)**

- Vendor Creation and Updating
- Updating of Banking details in vendor master
- Customer creation and changes
- Block and unblocking vendors
- Delete vendors

### **Deletion audit and Quality check**

- Quality check for accounts payable invoices all ORU's
- Wrong postings are rectified
- Back up drill for new processors
- TAT miss report (KPI)
- KPI report on daily, weekly, monthly basis
- Audit on deleted invoices – Focus on other cc invoices.

### **Achievements :**

- Awarded employee of the month for May 2008
- Contributed 5 Kaizens
- Got appreciation mails from Client
- Got the spot award of gift voucher for the performance of month
- Contributed major role in centralized team implementation.

### **1. Previous Experience Details:**

**Organization Name** : Hewlett Packard  
**Designation** : **Process Executive**  
**Period** : **Jan-2006 to June-2007**

#### **Responsibilities Handled:**

- Extraction of Debit balance and ageing Reports.
- Following up with the vendors to resolve Debit balances.
- Recovering amount from the vendors.
- Communicating with internal and external customers

### **Personal Details :**

**Name** : Mrs. J. Sivashankari  
**Fathers Name** : Mr. P. Jalendran  
**Date of Birth** : 05-02-1984  
**Martial Status** : Married  
**Languages Known** : English and Tamil  
**Nationality** : Indian

Place: Chennai  
Date:

Signature  
J. Sivashankari