

## NAGENDRAN ARUMUGAM

Email Id: [nagendran7390@gmail.com](mailto:nagendran7390@gmail.com)

Contact No: 8668180990



### SUMMARY:

Accomplished Over 5 years of experience in the service sector with multinational brands, Worked with leading IBM company in the Chennai, India as Accounts Receivable at PepsiCo products. Proven Excellent track record in client servicing and customer support with an ability to relate with people at all levels. Looking Forward to sharing my skills and knowledge to achieve corporate goals in a Challenging environment.

### WORK HISTORY:

**Company: IBM INDIA PRIVATE LIMITED, Chennai**

**Work Experience: 4 years, 6 months (23rd December 2018 to 18th June 2023)**

**Designation: Senior Practitioner- Finance and Administration Delivery**

### PROJECT PROFILE:

- ❖ Domain: Accounts Receivable (Order To Cash)
- ❖ Role: Dispute management & Reconciliation & Cash applications, Invoice processing, Customer Payment analysis

### ROLES AND RESPONSIBILITIES:

- ❖ Customer payment analysis, Tracking & updating daily cash deposits & report.
- ❖ Processing Cash Applications & Credit Limits.
- ❖ Monitor customer account details for non-payments, cheque return & POS entries & Un allocated payment and other irregularities.
- ❖ Review invoice checking and update the Tracker.
- ❖ Maintain accounts receivable customer files & records.
- ❖ Bank reconciliation for multiple banks.
- ❖ Customer side debit and credit note entries process.
- ❖ Prepare the Cash summary file with daily deposit slips.
- ❖ Maintenance for customer credit management for every quarter.

### SKILLS:

- ❖ Oracle Financials, SAP & Citrix, Microsoft Excel & Office, Tally
- ❖ Bank Reconciliation
- ❖ Financial Reporting and Analysis
- ❖ Spreadsheet Tracking
- ❖ Accounts Receivable Expertise
- ❖ Order to Cash
- ❖ Month-End Closings Billing Statement Management
- ❖ Process Payments
- ❖ Credit Term Computing

### EDUCATIONAL QUALIFICATION:

- ❖ Course Name: Bachelor of Commerce (B.Com)
- ❖ College: St Joseph's college Trichy
- ❖ Percentage of Marks: 65%

### PERSONAL DETAILS:

- ❖ Father's Name : Arumugam K
- ❖ Date of Birth : 07.03.1990
- ❖ Nationality : Indian
- ❖ Languages : English, Tamil
- ❖ LinkedIn : <https://www.linkedin.com/in/nagendran-arumugam-84b1768a>

I hereby declare that the above mentioned information is correct and accurate up to my knowledge.

DATE: 20.08.2023

SIGNATURE

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