
Divya Dhanalakshmi H



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560076.

OBJECTIVE

To secure a position, where I can be a member of a team and utilize my work experience to the fullest.

SKILLS

Problem Solving

Teamwork

Self-Confidence

MY STRENGTH

Flexibility

Honesty

Willing to learn new skills,
Ability to adapt to fast
Changing work environment.

AWARDS

Received Raising star award
for the Month of Mar'22 and Jun'22

LANGUAGES

English, Hindi, Kannada, Marati.

EXPERIENCE

- **Capgemini Pvt Ltd**
Sep-2021 to till date
1. Designation: Senior Associate(P2P)
 - **In-solutions Global Pvt Ltd**
March- 2017 to June-2021
1. Designation: Operation Specialist (R2R, GL)
 - **Eureka Forbes Ltd.**
Oct- 2012 to Feb-2015
1. Designation: CRM.
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EDUCATION

BACHELOR OF COMMERCE - 2012

Bangalore University

PUC- 2009

Bangalore University

SSLC- 2007

Karnataka Secondary Education Board.

JOB RESPONSIBILITIES

ADDITIONAL KNOWLEDGE

MS office, SAP, Tally 7.2 & 9 ERP

PERSONAL MEMORANDUM

Gender: Female

Nationality: Indian

Marital Status: Married

Capgemini: (Scania Project)

- Invoice processing.
- Indexing the invoices.
- Maintaining the accurate basic data.
- Following up with the E-mails
- Interacting with Clients for process discussion.

Capgemini: (Honeywell Project)

- Invoices Processing Mainly in Freight Bill cases.
- Follow-up with lines of business at client-end for closure of accounting open items.
- Responding to Client Query through mail and setting up the calls to discuss about the Issues and bringing up the progress.
- Communicating with several carriers to close the Invoices which are in past due cases.
- Interacting with weekly calls with the clients.
- Processing Invoice and Indexing and Payments.

Insolution Golbal Pvt Ltd

Maintaining Books of Accounts for the day-to-day business transactions in Tally software, which effect on Trial Balance, Profit & Loss Account, Balance Sheet, Receipts & Payments Account, Bank Reconciliation, Creditors & Debtors Reconciliation, and Accounts Payables Receivables.

- Support for client for GST filing and passing GST related Adjustments.
- GST, VAT, TDS and Excise related issue.

Eureka Forbes Ltd

- Follow up with mails.
- Maintaining the Customer data and updating in SAP tool.
- Maintaining MIS reports.
- Preparing Month end reports.
- Raising and processing the purchase request based on the client requirement
- Processing the invoices along with payment approval.
- Preparation of remittances and sending to the suppliers and set the payment term and remit to addresses as per the vendor's request
- Processing invoices, bill, credit memos and payment transmittal for different refineries and Attending Conference calls with vendors and client.

I hereby declare that all the information provided by me in this application is correct of my knowledge and belief.

DATE:

PLACE: Bangalore

(Divya Dhanalakshmi H)