

REVATHY S

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OBJECTIVE

Seeking a fulfilling position in a reputed organization that offers learning opportunities, growth and which allows me to showcase my skills and gain knowledge in a challenging world.

WORK EXPERIENCE

- Completed **6 Months** of EXECUTIVE in **XPITAX Solution Private Ltd** at Chennai - NOV 2017 Department - Taxation
- Completed **4.5 years** of Process Associate in **CAPGEMINI Technology Services Limited** (Trichy) from JAN 2019 – JUNE 2023.
- FEDEX DUTY AND TAX BILLING TEAM - AR PROCESS

ROLES AND RESPONSIBILITIES

- I worked in the Accounts Receivable process and my work involved data operations to update the database with customer response.
- Regularly Handled Invoice Booking, customer's Query and FedEx AR for Multiple Countries in day to day work.
- Generated invoices and account statements as a daily task.
- Identify the payment correction and provide documents to the client to resolve the unpaid balance.
- Minimized Aging Invoices and increased revenue flow.
- Regularly worked on identifying and managing the data clean-up projects to improve data accuracy.
- Provided support for supply chain projects by extracting requested data and providing analysis work when required.
- With efficient planning, managing end to end process and workflow management of various large groups.
- Work effectively as a team player, sharing responsibility, providing support, sharing knowledge and learnings and maintaining communication with the engagement team members.

TRAINING

- I have completed training of Business Skills and Financial accounting at "GLOBAL TALENT TRACK Private Ltd".

WORKED APPLICATIONS

- MS WORD, MS EXCEL, POWER POINT, V-LOOKUP, PIVOT, MAINFRAME, ECAM, ECIS
- PROFX SOFTWARE

EDUCATIONAL QUALIFICATION

Educational Qualifications Class	Year of Passing	Board/University Name	Name of School/College	Percentage (%) / Grade
PGDCA (Diploma course)	2017	BHARATHIDASAN UNIVERSITY (concurrent)	SRIMAD ANDAVAN ARTS & SCIENCE COLLEGE TRICHY	87 %
MBA (FINANCE)	2017	BHARATHIDASAN UNIVERSITY	SRIMAD ANDAVAN ARTS & SCIENCE COLLEGE TRICHY	65 %
M.COM (COMMERCE)	2017	BHARATHIDASAN UNIVERSITY	SRIMAD ANDAVAN ARTS & SCIENCE COLLEGE TRICHY	7.48 A++
B.COM (COMMERE)	2015	BHARATHIDASAN UNIVERSITY	SRIMAD ANDAVAN ARTS & SCIENCE COLLEGE TRICHY	69.4 %
XII- (COMMERCE STREAM)	2012	STATEBOARD	SREE VAIJAYANTHEE VIDYALAYA MT. HR. SEC.SCHOOL, SRIRANGAM.	57 %

ACHIEVEMENT AND AWARDS

- BEST NSS VOLUNTEER AWARD in National service scheme in the year 2014.
- State has participated in the National service mega camp 2013 from 29th June to 10th july,2013 held at Bangalore university, Bangalore, Karnataka.
- BEST OUT GOING STUDENT OF THE YEAR (2015- 2017) in Srimad Andavan Arts & Science college, (Autonomous)
- A thrice of times received the Rising Star Award
- Received Sales Champ award for the best team player.

Co-CURRICULAR ACTIVITY

- Presented power point presentation in state level seminar on topic “PROBLEMS FACED BY MANAGERS IN INDIA”
- Presented power point presentation in international seminar on *Inclusive Economic Growth* topic “ROLE OF FINANCIAL SERVICE IN SERVICE SECTOR”