

Nithya S

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Professional Summary: Process Specialist, 8+ years of experience in highly motivated Finance & Accounting (F&A) domain, RTR - General Ledger, Property Tax, OTC (AR) - Property Lease accounting, billing, where I have managed the service delivery around 10+ leading clients. Highly creative, multiple tasks, recognized as a results-oriented and solution-focused individual.

Working knowledge in SAP, Yardi, JDE, MRI, Siebel, Power point, Power BI, MS Office, MS Excel, Pivot & Visio, Chat GPT and Process workflow tools.

Overall Professional Experience: 8+ Years

Company Name and Duration:

- ❖ Real Foundations Managed Services Pvt. Ltd, As a Process Specialist. From Apr 2023 to Sep 2023
- ❖ Entrust Software services Pvt. Ltd, As a Process Lead. From Feb 2020 to Mar 2023
- ❖ Tata Consultancy services Pvt. Ltd, As a Senior Process Associate. From Feb 2012 to Jun 2013
- ❖ Ntrust Infotech Services Pvt. Ltd, As a Senior Quality Associate. From Jul 2008 to Feb 2012
- ❖ Zenta knowledge of services Pvt. Ltd, As an Analyst. From May 2007 to Jun 2008

Roles and Responsibilities:

- Prepare and post journal entries (Accrual entries, Prepayment, adjustment & reclass entries).
- Prepare the various account reconciliations bank recons, property recons (monthly & quarterly).
- Manage month-end activities.
- Prepare monthly performance report and submit to leads/managers (TAT, Accuracy).
- Validate DTPs/SOPs in quarterly basis and update the documents then get the client approvals.
- Conduct daily team huddle and discuss on the client deliverables, internal deliverables.
- Complete monthly one-on-one with supervisor and work towards team/ org goal.
- Analysis on the quality issues /client escalations then update documents like DTP, checklist.
- Prepare RCA (root case analysis) with remediation then submit to leads / clients
- Provide basic trainings to the new joiners and complete the assessment before move to live process.
- Acting lead as a back-up of TL/supervisor.
- Prepare the individual performance report for around 10 members in the team and ensures that they are meeting their goal.
- Collect & contribute ideas in the team then simplify the process, standardize the process and identify for automation opportunities then implement.
- Manage Lease documents to abstract, and review.
- Project SPOC for more than 3 Clients (Managing Process Insight, RN, and Production Tracker).
- Consolidating Defect Entry Reports for all project level and clients' level.
- Property Setup and Tenant Setup in ERP systems (MRI, JDE, and Yardi).

Rewards & Recognitions:

- ✓ RFMS - Target Achieved less than the TAT
- ✓ Entrust - Awarded for Efficient Worker in appreciation week the team
- ✓ Entrust - Target Completed for Link Recovery, Asana
- ✓ TCS - Target achiever client award from Telstra project
- ✓ TCS - Awarded for Best Ethnic Day
- ✓ K.S.R - University first rank in Corporate Accounting Scored 98%

Skills:

- Fast Learner, Decision-Making, Problem-solving skills and team management skills, positive attitude, good interpersonal skills, team player and self-motivated individual.
- Good Communication skills, team work, handled high pressure environment

Qualifications:

2008 – 2010 – 60%	M.B.A - Finance (Alagappa University)
2004 – 2007 – 70%	B. Com - Commerce (K.S.R College of Arts & Science – Tiruchengode, Namakkal)
2002 – 2004 – 86%	S.P.B Matriculation Higher Secondary School
2001 – 2002 – 81%	S.P.B Higher Secondary School