

**MURUGESHWARI P**

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**Resume Summary**

Around 8+ years of work experience in areas of Accounts Receivable. Being a commerce graduate, interests lie in a career path with heavy analytical duties and responsibilities. Highly perceptive, energetic and team spirited with a strong work ethic able to fill numerous financial roles. Comprehensive experience in problem solving, fast learner with high energy and a drive to exceed expectations

**Strength:**

- By nature, a self-motivated, positive and logical thinker with ability to work in dynamic environment
- Dynamic individual working closely with the other team for process improvements
- Process Trainer with good interpersonal and communication skills, excellent time management and process handling skills

**Experience Forte****Conduent Business Service India Pvt Ltd**

12th July 2018 to 29th March 2022

**Responsibilities in Cash Application (Order to Cash)**

- Responsible for posting payments from lockbox, Wire and ACH to the customers accounts on regular basis.
- Preparing the Cash receipts, reconciliation statement on daily exercise to balance Accounting system funds against bank deposits in order to find the variance. These entire datas will be shared to the Clients, Managers and VP's
- Processing Intercompany transactions to transfer the funds from one entity to another entity.
- Work with Collection and AE managers to resolve unidentified and unapplied cash receipts and accurate posting to customer accounts.
- Preparing customer Refunds for ACH, Wire and Cheque payments, process of capturing documentation to troubleshoot and returning Duplicate payments to the Bank.
- Preparing unapplied ageing report on monthly basis for indication of total suspense amount of particular month as per Line of Business (LOB's) and as per the ageing buckets
- Resolving email queries related to internal PWC Auditors, Collections, Billing team, Business units, Clients.

**VOLVO India Private Limited**

**September 2011 to December 2012**

**Designation: Senior Associate (Order to Cash)**

**Responsibilities -Cash Application**

- Handling all the major Cash Application activities, like posting ACH Wire and Lockbox payments.
- Vendor master maintenance in SAP in order to process Refunds.
- Preparing reconciliation statement on daily exercise to balance Accounting system funds against bank deposits in order to find the variance.
- Transferring funds from one entity to another entity.
- Performing the quality check on work done by our team monthly by executing control report.
- Verification of invoices and other documents to ensure they comply with the various policies in VBS.
- Handling all types of queries received from the client as well as internal management.
- Created Multiple Backups for each and every activity within the process and ensure that the process will not affect during absence of a particular individual
- Experience in SMT Tool (Internal & External Quires)

**IBM Global Business Bangalore**

**June 2009 to September 2011**

**Executive – Finance & Accounts - Accounts Receivable**

**Responsibilities- Cash Application**

- Handling Customer Receipts like cash application, Cheque application, Direct Debit, Cash Allocation-Hub
- Handled the periodic closer
- Creating Payment order for the invoices, so that not to receive duplicated payment for the particular invoices.
- Handled Queries by IBM & BP and coordinating with different teams like IBM Lisbon /BP for resolution/Etc., (For resolving Customer Receipts)
- Updating the exchange rates in the IBM tool.
- Handled all types of queries received from the clients and management and resolving immediately with the proper solutions.
- Provided insight on areas for process improvement; Generated periodical reports from SAP sending to the clients.
- Created Multiple Backups for each and every activity within the process and ensure that the process will not affect during absence of a particular individual

- Performing the entrusted tasks with the maximum accuracy and always meeting the deadline within the stipulated time.

**HDFC BANK (Behalf of ADFC)**

**February 2007-August 2008**

**Designation: Executive**

**Responsibilities**

- Collecting Visa Remittance Fees and sending to US Embassy.
- Collecting onward cheques and forwarding for the clearance.
- Updating to the bank customers regarding their cheques which are not cleared.
- Collecting monthly tax payment from the companies and individuals.

**March-2005 to February-2007**

**Vijaya Residency- Receptionist**

**Responsibilities**

- Handling telephone calls and emails for the reserving rooms to and conference Halls to the clients and companies.
- Handling emails queries related to the availabilities of rooms and Banquet Halls to the companies.
- Handling Check-in and Check-out to the Clients.
- Submitting the data to the Manager and Accounts Department related to the total payments done for the check-in, in regular basis
- Contacting the companies for the outstanding bills.

**Attainments**

- Got best individual performer award from IBM.
- Got appreciation mail from the client for quick response.
- Got over Trained and award for VBS training.
- Emails from VP's and Clients for smooth year end close 2019
- Received Team award in Q3.

## **Academic**

**2005**                      **Bachelors of Commerce** from Hasanath College for Women, Bangalore

## **IT Forte**

- Diploma in Computer Programming.
- SAP PRE
- Junior Type writing
- MS Office-Excel, Word, Power Point.
- Tally (Basics)

## **Personal Data**

**Date of Birth:**                      6<sup>th</sup> June 1984

**Address:**                              #132 7<sup>th</sup> Cross B' Block New Lingarajapuram, Janakiram Layout,, st  
Thomas post    St    Thomas town post , Banaswadi Railway  
Station.Bangalore-560084.

**Languages Known:**              English, Kannada, Hindi, Tamil

**Marital status:**                      Married

**Hobby's & Interest:**              Gardening, reading books and listening to music.

I hereby declare that the above are correct to the best of my knowledge

Place: Bangalore

Murugeshwari