

RESUME

S.JAYALAKSHMI,
Mobile Number: 96776 29991, 80721 40910
Email Id: sheela2187@gmail.com

CAREER OBJECTIVE:

To seek a challenging and career oriented job, that enables me to cope up with the emerging as well as latest technology and scope for widening the spectrum of my knowledge.

PROFESSIONAL QUALIFICATIONS:

Course	Institute	Year Of Passing
ICWAI (INTER)	Institute of Cost and Works Accounts of India, Coimbatore.	June 2010

EDUCATIONAL QUALIFICATIONS:

Course	Institute	Year Of Passing	Marks Obtained
Bachelor Of Commerce	Annamalai University, Chidambaram.	2010	63%
Higher Secondary	Sree Dharmasastha Matric. Hr. Sec. School, Coimbatore.	2005	88%
Matriculation	Seventh day Adventist Matric Hr. Sec. School, Hosur	2003	69%

SYSTEMS USED:

Tally Version 9,
Ms Office Tools.
Oracle (Peoplesoft)
I Proof
Concur

COMPUTER SKILLS:

Computer Training Programmer in ICWAI, Coimbatore.

EXTRA-CURRICULAR ACTIVITIES:

Undergone Group Discussion and Personality Development program in ICWAI, Coimbatore

JOB EXPERIENCE:

Company name	Designation	Year of experience
Ford Motors Private Limited	Senior Analyst	July 2015 - May 2019
Alagirisamy & CO Auditor Firm	Accounts Assistant	Sep 2009 - Nov 2011.

JOB RESPONSIBILITY HANDLED:

AUDIT FIRM

- **Book keeping** - Recording financial transactions like Journal entries of companies using Tally.
- **Support for Auditing** - Vouching the documents – Fixed assets, Income and Expenses, Purchase and Sales. Statement preparations (Profit & Loss Account, Balance sheet as per Schedule VI)
- **Filing of Income Tax returns** - Supported in Computation of Individual Gross/Net Income, by verification of Incomes & expenses, Income tax benefits if any.

FORD MOTOR PRIVATE LIMITED

TRAVEL & BUSINESS EXPENSE ACCOUNTS:

1. TBEA Helpdesk:

- Issuing travel advances to employees for business trips.
- Providing the Business card to the Employee's who travel.
- Reviewing all payments before payment release to travelers and Citi bank.
- Recovering dues from employees in ageing category through e-mails and calls.
- Finding the reason for rejected payments and re-initiating it to respective travelers account.
- Responding traveler's queries in call and e-mail. Also assisting them in all system issues through web call.

- Providing help desk services for travelers through calls/ E-mails in US countries to submit Travel Claims.

2. TBEA Operations:

- Submitting the Travel expense reports on behalf of the employees who submit the claims manually and supporting the same for reimbursement to the employee's.
- Raising share point request to make updates of traveler's and Citi bank information's in Sub-Ledger for European countries.
- Handling more than 2 generic id e-mail queries within TAT.
- Preparation of Customers/ Business owner's metrics meeting.
- Maintaining and updating all process trackers as and when required.
- Downloading and pulling travelers receipt images and allocating within team. And ensuring proper back-ups created for the same.
- Updating process desk procedure and check list with current changes.
- Closely working with IT team for system issues and closing it ASAP.
- Updating address for New Ford employees who selected through walk-in.
- Downloading supporting Citibank statements and reports for reconciliation purpose of accounts.

FIPL - ACCOUNTS RECEIVABLES:

- Handling Scrap and Dealer balance confirmation vital activity on daily basis.
- Performing Accounts Reconciliations for Dealers & Distributors and collecting the past dues.
- Sending statements to the Customers and Dealers on monthly basis.
- Providing the remittances to the Cash application team on daily basis.
- Handling 2 Generic ID's with 2 days TAT.
- Following up and clearing the past dues of Miscellaneous customers/Distributors.
- Processing interest payment for the delayed delivery of vehicles to the dealers.
- Supporting in preparation of Metrics.

PERSONAL DETAILS:

Father's Name : P.S. Sasidharan
Husband's Name : Vinodh Venugopal
Date of Birth : 27-11-1987.
Gender : Female
Religion : Hindu.
Mother Tongue : Malayalam.
Nationality : Indian
Interests/Hobbies : Chess & Carroms.
Languages Known : To Read & Write – English & Tamil,Hindi,Kannada
To Speak – English, Tamil, Malayalam, Hindi &
Kannada
Address : E-187 VOC NAGAR POLICE QTRS ROAD,
GANAPATHY POST
COIMBATORE 641 006

DECLARATION:

I hereby declare that all the details mentioned above are true to the best of my knowledge and belief.

Place:

Yours faithfully,

Date:

(S.JAYALAKSHMI)