**AMUDHA.K**

Mail id: [k.amudhavali@gmail.com](mailto:k.amudhavali@gmail.com) Mobile: (+91)9791091479

**OBJECTIVE**

To work in a professional organization, accept responsibilities and strive for the growth of self and the Organization. To utilize my skills and abilities in my field that offers professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | DEPT. | YEAR | INSTITION | PERCENTAGE |
| S.S.L.C | State Board | 2006 | CSI.Alison Cassie Girl’s Hr Sec School,  Chengalpattu. | 59% |
| 12th | State Board | 2008 | CSI.Alison Cassie Girl’s Hr Sec School,  Chengalpattu. | 65% |
| BSC | Madras University Chennai. | 2011 | Prof.Dhanapalan Colloege for Women  Chennai. | 75% |

**OTHER QUALIFICATION: -**

* **Typewriting Lower**
* **System Knowledge**

**KEY INDICATORS:**

* Acting team Leader Will Co-ordinate with the Team Members to achieve targets.
* Daily Target Achiever
* Handling Advance Excel very well and power point and word vlook up
* PTP and OTC SME subject matter experts
* Data Analysis and Data Management
* SAP 9 years Experince

## WORKING EXPERIENCE:

***Company : Accenture Solution Private Limited (9 Years)***

**Job Destination**: Financial Accounting

# Project Name: Bravo

**Working Tools: System Application and Product (SAP) Country: United Kingdom (UK)**

**Period Of working in this Project: 2019 to 2020 Process Type: OTC (**Order to Cash collection)

I am handling Avios OTC Order to Cash collection process.

* Cash Collection (download from Bank Site)
* Create Invoices (ATRP, BAEC and IB+ Customers)
* Downloaded all Invoice copies and dispatched to all Customers.
* Customer account clearance from SAP (Invoice and Payment)
* Handled query mails and respond to all Customer and Client queries
* To create Customer Master data Setup.
* I have prepared lot of DTP’s for Avios process, and cross trained to the team members.
* Every month to create SLA report and sent to Clients.
* Handling SLA Calls from Client
* Preparing Customer Reconcile Report for Monthly Basics

# Project Name: Lenovo

**Working Tools: System Application and Product (SAP) Country:** China

**Period Of working in this Project: 2018 Process Type: Payment Auditing**

* Weekly basics create the Forecasting excel file.
* generating the payment run for the process.
* I am handling also Invoice and Payment entry for auditing all countries
* Month end Vendor clearance
* F-32 Clearance for all Customer accounts.

# Project Name: Project Fast

**Working Tools: System Application and Product (SAP) Country: United Kingdom (UK), United States {US}, Malaysia Period Of working in this Project: 2016 to 2017**

**Process Type: Voice Process (Calls)**

I have been handling the all type of calls in daily basis related to the Vendor and clients request and I was appreciated received from Client. I was able to handle any type of issues in the process and answer all the queries of the clients and vendors on time. Was helpful in generating the payment run for on time process. And also email queries handling and replied on time to vendor.

# Project Name: Archroma

**Working Tools: System Application and Product (SAP) & Read Soft Country: Norway & United Kingdom (UK)**

**Period Of working in this Project: 2014 to 2016 Process Type: PTP**

Working in Archroma for a year, I had gone to Mumbai for Transition for India region and got the KT for PTP process. I was the SME for the entire PTP process by doing the UAT testing for the process for the past one month. I have prepared lot of DTP’s for India process. Below are the types of invoices processed and cross trained to the team members.

* PO Invoice & Non-Po Invoice
* Travel and Expense claim
* Custom Duty & Intercompany Invoice
* Advance payment & Down payment
* Invoice Handling
* E-mails Vendor client’s emails Reply & Calls Handling
* Preparing MIS Management Information System
* Handling Read soft Error Tool to check Error Report
* Tracking for Non-Invoice Statements Handling-Vendor Invoice Status Late Fee Charge
* Preparing Vendor Reconcile Report for Monthly Basics

# Project Name: Wolf

**Working Tools: System Application and Product (SAP) Period Of working in this Project: 2011 to 2013 Process Type: PTP**

I have been handling the mail action in daily basis related to the client’s request. - (**AP\_india mail box**) and Employee (**T&E Asia Chn mail box**). I was able to handle any type of issues in the process and answer all the queries of the clients and vendors on time. Was helpful in generating the payment run for the process. Apart from India, I have been working on China Inter-company process and query emails in China. Also, have been working in invoice processing, T&E and Queries for Singapore region. Have some knowledge on Singapore, Hongkong, India and UK DFM to SAP recon. Also, GR-IR for the 4 regions was done.

I worked in CPM expenses which were received as manual claims and we had processed. The claim and will be manually updated in Dream application. Claims received in BAU which was compiled will be processed at first stretch and we will send reminder mails for the non-complaint claims.

Then I worked in the team Travel and Expense team. Their dealt with the below responsibilities:

* Downloading the report from DFM as well as in oracle for the claims received in BAU.
* Compliant claims will be processed at the first stretch.
* Raised reminder mails for the non-compliant claims.
* Downloading the report from discover for the claims not receive in BAU and sending reminder mails for the same.
* Raising manual request for the in-active employees.
* Will run the report for the validation of claims and run the exception report on daily basis to send the bank details to ODM team to update for the

employees to get the claim paid.

* Sending reminder mails for duplicate claims.
* Handled query mails to respond for the employee queries.

**PERSONAL DETAILS: -**

Name: K.Amudha Father’s Name: Kodhandan Date Of Birth: 17-11-1990

Marital Status: Married

Address: Indra Nagar, Sithalapakkam Chennai-600126

Languages Know: Tamil, English

Hobbies: Watching TV, Reading Books, Playing Carom Nationality: Indian.

Strengths: Self Confidence Mobile Number: (+91)9791091479

Mail Id: [k.amudhavali@gmail.com](mailto:k.amudhavali@gmail.com)

**DECLARATION**

I affirm that the information given in this resume is true and correct to the best of my knowledge.

**PLACE**: CHENNAI

Date: 16/08/2022

Yours Faithfull (Amudha. K)