**V. Govarthani**

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# Executive Summary

* 14+ years of experience in Finance industry as an Asst. Manager, Team Leader, Financial Consultant and Senior Coordinator in Manufacturing and BPO Industries
* Analytical reporting to clients on Accounts Payable and handling the clients to clear invoices for payments
* Ensure timely FOREX payments and vendor payments.
* Preparing various reports.(cash flow,AP Accrual).
* Proven skill-sets in the implementation of ERP-People Soft Financials and Oracle Fusion in Accounts Payables
* Comprehensive understanding of Shared transaction services
* Areas of Expertise / Experience
  + Ability to provide support in reducing the outstanding vendor balances
  + Ability to provide valuable assistance and corrections in AP-AM functions
  + Conduct accrual analysis of link charges on monthly basis
  + Conduct ERP system training programs for the new hires
  + Working knowledge of MS Office Products / MIS Reports

## Objective

To utilize my skills and grow with a team of professionals by managerially understanding the concepts in a reliable and innovative manner

**Professional Experience**

**Teleperformance**

**Nov-2022 to till date**

* Preparation,review of Creditor’s outstanding dashboards,payments and on-time payment analysis to key stakeholders.
* Leading the financial long-term and annual operating plans of revenue operations and other strategic initiatives.
* Drive business performance by providing key insights and identify opportunities to enable decision making to improve business performance.
* Perform daily/weekly/Monthly/quarterly forecast and analysis to provide insights for business solutions.
* Support Business Operations through analysis of Key performance indicators and trends.
* .Ensure the financial transactions and accounting entries are as per financial procedures and accounting policies.
* Working with vendor teams-PTP and co-ordinate with Tech.support team as and when required.

**Sutherland Global Services**

**From March-2022 to Oct-2022**

**Team Leader-P2P**

* Allocation of invoices from various sources to processing team
* Handling a team of 10 to 15 members to process invoices and to liaise on critical activities like reconciling vendor statements, sending the invoices for approval and to handle invoice rejection.
* Esure to maintain SLA on processing while allocating invoices.
* Handling processing queries from the team
* Resolving queries by following-up with client on PO’s, GRN and Non-Po invoices.
* Follow-up to ensure payment of invoices wherever discount is available and ensure to avail discounts on payment
* Ensure to avail discounts on payment with more than 75% on total available discounts
* Provide major call-outs on challenges met while processing to the clients
* Reports Paid-on-time Analysis to forecast on the payments for future plans.

**India Pistons Pvt Ltd.,**

**July2011 - Aug 2020**

**Asst. Manager Finance**

* Managing and reporting the budgeting ,forecasting and planning process for business and financial requirements.
* Analyzes and reports on performance of Creditors outstanding by means of monthly reports
* Presenting the Advance payment Schedules and follow-up on unsettled advances with respect to ageing analysis.
* Handling the AP team for accounting the invoices in ERP with respect to 2-way/3-way matching.
* Processing of payment, co-ordinating with the purchasing team to meet the requirements and maintaining MIS report for investment in Capital projects.
* Process local and Forex Payments in the ERP and co-ordinate with bankers for accurate disbursement of funds.
* Processing of Customs Duty Payment upon filing of BOE.
* Updating the status of Capital advances on a periodic basis.
* Handling payments for the imported purchases through opening LC from bank, advance remittances, if any.
* Adhering to the FEMA policies and procedure as required by bank and company
* Playing an active role in handling audit queries.
* Processing of Payment through Bills Discounting
* Monitoring of vendor statements and resolving any issues.
* Testing and implementation in upgrading the Oracle R12 to Oracle Fusion

**Logica Pvt Ltd., Chennai**

**Nov 2008 to May 2010**

**Consultant - FSC**

**Responsibilities:**

* Playing an active role in processing invoices for Logica UK.
* Active member for the team in co-ordinating with AP activities.
* Accounting of the invoices in the AP-Financial System.
* Comprehensive understanding of the AP Financial System and ensured timely payments for Vendors
* Provided support in reducing the outstanding Vendor balances.
* Handled UK Vendor queries in times of need through emails and Phone calls, meeting their expectations.

**Cognizant Technology Solutions India Pvt Ltd.**

**Aug 25th 2005 to Nov 2008**

**Senior Coordinator, Finance**

**Responsibilities:**

* Played a key role in the implementation of ERP-People Soft Financials in Accounts Payables Function
* Comprehensive understanding of the System functioning
* Gained expert knowledge in making vouchers to account both CAPEX and OPEX payments
* Basic understanding of various reports generated by the system
* Ensured documentation of testing results which helped in giving a Final Sign-off
* Prepared a comprehensive checklist for making entries in the new system based on the extensive knowledge gained in the testing process.
* Provided valuable support to existing users and ensured smooth migration to People soft. Also played a significant role in training the new entrants in the ERP system.
* Was awarded a certificate of appreciation in recognition of my efforts in making SharedTransaction services (Centralised AP Accounting for India from Chennai) a grand success.
* Making voucher entries for Cognizant’s Payables
* Ensured timely payments to vendors thereby ensuring strict adherence to agreed SLA.
* Active participation in month end activities which include analysis of Bank Reconciliation statements and accounting for manual payments.
* Provided valuable assistance in making a few critical AP-AM corrections
* Played an active role in the reconciliation of Petty cash balance in books with that of the physical cash balance as part of the year end activity
* Played a significant role in the accrual analysis of Link charges as part of the month end activity. – Was exclusively responsible for analyzing monthly provisions required for link charges.
* Handling financial planning and Audit queries regarding the basis of charging of expenditures to various projects and making necessary reclass entries as and when required.
* Shared the CFO Award for the year 2007.

**Technical Strength**

ERP Package -Peoplesoft and Oracle R12/Fusion

MS Office - (Word, Advanced Excel,Powerpoint,Outlook)

Excel Proficiency-V-look-up, H-Look-up,Pivots, charts

**Educational Qualification**

* Graduated in MBA (Finance) from Bharathidasan University,Trichy
* Graduated in B.Com, from University of Madras

**Strengths**

* Motivated individual with a zeal for learning.
* High sense of commitment
* Quick learner and adaptable to new situations, willing to stretch adequately to complete assignments.
* Enthusiastic team player

# Declaration:

I declare that all the details furnished above are true to the best of my knowledge, if charge is given, I would prove myself worthy and dedicate myself to the growth of the organization.

Place: V.G.Govarthani