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| Profile 10 years of working experience in a challenging environment that built and involves my creativity and utilized the best of my abilities and also gained leadership qualities in order to contribute my best efforts towards growth and welfare of the organization. Contact PHONE:  +91 95009 47917  DOB  28– Apr – 1991  EMAIL:  [Speak2rams@gmail.com](mailto:Speak2rams@gmail.com) Professional SkillsDiploma in computer applicationMS Office ProficientReliable and Resilient Organized and Good team player  Communication skills  **Achievements & recognition**  I got 4 times rewards/Awards, it’s given by Capital one bank (By TEAM). (Without error Processer for quarterly periods).  While Client visit in Chennai Got an appreciation and goodies from UW and Capone Bank leads.  Got best performer award in cooking competition which conducted by Accenture.  I got green star award 2 times it’s given by Standard Chartered Bank. (Without error Processer continues 3 months). |  | Ramya RavikumarSubject matter ExpertEDUCATION B Com bank management  2008 - 2011  ANNA ADARSH COLLEGE FOR WOMEN, Chennai  CGPA - 72%  Higher Secondary  2006-2008  TARAPORE LOGANATHAN  HR. SEC SCHOOL, Chennai  CGPA - 73% WORK EXPERIENCEAccenture Technologies Private Limited [SME] Jan 2015 – Oct 2022   * Analyzing the client’s data. Reviewing the client’s Balance sheet and Income Statement as per US GAAP * Tallying both the Balance sheet and Income statement. Checking for the prior periods of clients’ data. * Rectifying the client issues. Quality checking the analyst spreads for the better delivery for client. * Responding to the escalated mails. Re-spreading the spreads for the client’s satisfaction.   **Responsibilities :**   * Planning the work allocation based on the availability of resources. * Arranging for pre-process, process and mandatory trainings for the team * Inspecting the cases completed by the team to ensure 100% Quality * Team Handling in Monthly report Activity like (3\*3 Factory model etc.) * Generating the daily Reports and E-Mail handling    Standard Chartered Bank [Senior Analyst] Feb 2012 –May 2014  **Project: 1 Credit Card Account Openings, Singapore.**   * **Pre-screening:** Provided documents will be validated and convert all the graphical value to coded value and update in the application system and also based on the annual income assign the credit limit for the customer (KYC checking, Pre-screening & underwriting).      * **Data Input:** Enter all the customer information into the application processing system (APPS) as per the DOI. After that date entry system will run the Credit bureau. * **Data Verification**: Verify all the information based on the customer application form and supporting documents and also perform all the related checks for complete documents, decision will be taken by the staff based on the proved documents.   **Project 2: AP (Accounts Payable)**   * Enter Data for Tally transaction. (Journal voucher, payment , sales & Purchase entry etc.,) * Bills Receipts & Bills payable * Cash Book maintenance & Invoice preparation. * Purchase & Sales Order Preparation  PUBLICATIONS I hereby declare that all the above information is true to the best of me  Knowledge and also prepared to work as per norms of the concern. (Signature)Ramya R |
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