**9 years of overall experience in Accounts & Finance and also Quality Analyst, in which 5 years of experience in Accounts and Finance related areas & worked in CAMS, EXCELA (HOV), and IDEAL & Jain Motors.**

**General Accounting & Finance**

**Anitha Arunraj**



**Skills & Technical Expertise**

* **Account Reconciliation**
* **Transition Management**
* **Tax Compliance**
* **GL Accounts**
* **Quality Analyst (Health care process)**
* **MS Office & VBA**
* **SQL server 2005**
* **Tally**



**Achievements**

* **Recognized as Best performer and received award in 2015**
* **Successfully created Knowledge transfer document & SOP with stipulated transition period**
* **Appreciation from AMC for passing correct GL on monthly basis.**
* **Acquired in-depth knowledge in Accounting knowledge from industry and Accounting farm**



**Education**

**BSC(ISM) (2009) – Madras University**

**MBA (Finance) (2014) – Pondicherry University**

**Personal Details**

**Husband’s Name: Arunraj. A**

**Language Known: English, Tamil**

**Sex : Female**

**Marital Status : Married**

**Contact Address : Purvawindermere, Pallikaranai,**

**Ch- 100**



+91 9094353115



Anitha.galaxy@gmail.com



**WORK EXPERIENCE**

**COMPUTER AGE MANAGEMENT SERVICES (CAMS) Jun’19 – Till Date)**

**ACCESS HEALTHCARE PVT LTD – CHENNAI**

* Credit realization in Mutual Fund.
* GL done to each account.
* Giving KT for the fresher.
* Assist processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Monitoring Bank statement upload to ERP, investigation of dispute items, clearing & Bank Reconciliation
* Automation process in IT.NET to import data for reconciliation purpose.
* Follow ups with client for late payment.
* Confirm the credit on historical transaction.

**SOURCE HOV (EXELA) (Aug’13 – Aug’17)**

**JUNIOR QUALITY ANALYST IN F&A**

* Performing AP/AR Activities and month end activities, Balance sheet Reconciliation, preparing Journal Entries and various control schedules
* Managing Accounts for the Group Codes and its divisions (using computerized Financial Accounting Package – Tally)
* Journal Voucher Preparation
* Maintenance of Cash book and ledgers
* Handling Invoice Processing, Quality Control, Payment Process and EFT Query emails, Aging Report
* Adherence to SLA Productivity, TAT & Accuracy
* Follow-up on missing invoices
* Perform Audit on Healthcare's documents
* Perform Quality Analyst on Healthcare Documents
* Schedule calls & Update metrics with onsite team & clients
* Perform SGA Quality once in a quarter
* Attend management meeting weekly once for improvement in project and give solution for the same
* Lead seven members team in the project

**Admin Executive May’11 – June’12**

**Ideal Play Abacus (I) Pvt Ltd - CHENNAI**

* Journal Voucher Preparation
* Maintenance of Cash book and ledgers
* Creating and formatting reports.
* Preparing documents
* Preparing agreement for Franchisee’s and Course Instructor’s.
* Following ups with customer on the payments.

**ACCOUNTS ASSISTANT Aug’09 – Apr’11)**

**Jain Moto Bike Pvt Ltd - CHENNAI**

* Maintenance of sales books and related files - D.C, Sales Invoices, Credit Note, Sales Tax and filling returns, Accounts Receivable
* Maintenance of Purchase books and related files – Purchase order, Purchase invoice, Debit Note, Accounts Payables
* Journal Voucher Preparation & Maintenance of Cash book and ledgers.