**T. KALAIVANI, BE ECE **

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Career Objective:

Seeking for a challenging workplace to acquire knowledge and to enhance my professional skills.

*Work Experience:*

Having 10+ years of experience in IT Supply chain management, IT Project management, IT operations, P2P, O2C and IT Finance Management - AP, AR, GL (Reconciliation & Accruals).

*Skills*: Supply chain Management, Negotiation, Vendor Management, Staff Management, Cost Management, Accounting, Purchase Management, Budget Management.

*Current Profile:*

**IT PMO & FMO Analyst |** Supply chain | Likewize India Shared Services | Aug 2019 till present

*IT Project Management office:*Global IT project Portfolio, Vendor Management, Budged Analysis, Stock and Inventory management, Demand Plan creation, Demand Management, Timesheet Management, Timesheet validation.

*User Application* – JD Edwards (ERP), Solomon, Project Server (MS), Power BI, MS office, PMP.

*Responsibilities:*

* Managed license access for 400+ Project Server users, conducted regular audits and reduced licensing costs by 15% via optimization.
* Coordinate with project managers on assignments of projects to ensure the efficient and effective delivery of initiations and Outcomes.
* Forecast on project revenue based on the Actual vs planned hours reporting.
* Tracked and analyzed 100+ projects and presented data to counterparts and other senior managing directors. Forecasted project revenue recognition against anticipated completion dates.
* Set and met goal deadlines, allocated budget, worked across software, marketing and executive teams were properly resourced.
* Communicated progress and roadblocks to project managers including executive management and made recommendations to remove roadblocks leading to on-time and on-budget delivery of project.
* Managed communications across different teams to schedule and plan Bi-weekly company all-hands meetings to ensure the team was accepted into projects and overall company mission.
* Scheduled appointments and demos, updating calendars to reduce instances of overbooking by 96%.
* Collaborated with IT personnel in the application of project management methodology in the planning and execution of projects.
* Effective communicator with great time management skills and well-developed analytical abilities.
* Chaired weekly program review meetings, chased manager’s actions, updates and reports.
* Consolidated and documented the fundamental components of projects and/or programmers and/or portfolios (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements). Re-engineered reporting workflows and design next-generation portfolio analytics.

*IT Finance Management office:* Vendor management, Spend control tower (SCT), contract creation, COSMOS, Procurement – PR, PO, PO Receipts (GRN), Invoice validation, AP payment tracking.

*User application:*MS Share point, JDE Edwards, Conga contracts server, Medius (AP automation tool), MS office.

*Responsibilities:*

* Accurate and performance-driven Finance Manager with an extensive experience in overseeing all financial functions within the company.
* Adept at managing financial teams, allocating budget, completing financial reports and statements, and conducting financial forecasts.
* Managed and participated in all financial functions within the company, including accounting, investments, expenses, and acquisitions. Improved billing efficiency and increased accuracy of financial forecasts.
* Provided consultation and worked closely with CFO and resolved any finance related issues.
* Completed monthly and annual financial statements, ensuring that all information were accurate, and all policies and procedures are followed. Managed and coordinated accounting processes and provided beneficial knowledge to team on general ledger, contract, regulations, etc.
* Prepared monthly fluctuation analysis and conducted financial forecasts.
* Developed and implemented new financial procedures which significantly increased efficiency and reduced expenses.
* Performed administrative and analytical duties to facilitate and manage day to day activities related to accounts payable, accounts receivable, and financial reporting.
* Performed a wide range of analytical duties in the support of quarter end processing in the financial system, including General Ledger accounting adjustments and accruals.
* Developed new invoicing system and internal controls, increasing billing efficiencies.

*Process Improvements:*

* 2022’ - Implementation of EMEA project transition is in progress.
* 2021’ - Implemented US JDE project in IT FMO team and help to implement End to end process setup, which helped to save time and delivery TAT and maintain data centrally.
* 2020’ - Help design and implement new Global spend power Apps platform & IT PMO – COE Timesheet compliance and Cadence
* 2019 – Transition project of APAC region, processed all outstanding invoices at stretch and processed 4.5MUSD, saved escalations and late fee. Implemented automation to the process and achieved time saving of 2 mins per order, 2 and half hours/ day, 560 hours per annum.
* Speed to customer invoice, involved in converting TAT from 41 to 13 days (Avg), client business value creation of $800K for the leasco orders. Responsible for implementing AA (Automation Anywhere) for PR to PO process

*Prior work experience:*

**Supply Chain Expert**| IT Operations| Accenture services Pvt. Ltd |*May 2014 – Aug 2019 “*Pratt & Whitney Canada” - *Aftermarket Spare Part and Repair & Overhaul Solutions*

*Roles*: Buyer, Procurement, Purchase requisition, Purchase orders, contract creation, Sales order creation, Project Cost Analysis, GI & GR creation, Reporting’s & Management Activities, Inventory Management, Stock analysis, Demand planning, P2P, O2C, AP, AR, GL reconciliation& Accruals

*User Application* – SAP (SD Module and MM Modules), Power BI, Microsoft dynamics, AA tool, MIS reporting

*Responsibilities:*

* Gathered and analyzed supplier, inventory, and distribution data to assess areas in need of improvement.
* Revised weekly production schedules to meet dynamic conditions such as supply shortages and backlogs.
* Optimized supply chain infrastructure by assessing and initiating targeted changes to reduce operating costs.
* Build supplier relationships to mitigate risk and establish effective purchasing arrangements with indirect and logistics customers.
* Prepared solicitations competitive bids for prospect suppliers. Conducted sourcing events and worked closely with Business in planning finding relevant suppliers. Work with senior management to develop and manage strategic sourcing plans for key categories / commodities.
* Lead and performed Vendor sourcing, Vendor selection, Vendor qualification, Vendor development / continuous improvement. Actively used continuous improvement tools to improve quality, delivery, and customer satisfaction.
* Developed working knowledge of processes and tools, alongside best practices in Procurement
* Assists management in resolving problems concerning over shipments, shortages, and engineering changes.
* Driven continuous improvement in procure-to-pay (P2P) processes and develop requisite process improvement activities. Manage & execute standardized reporting and ad-hoc analysis. Managed current contract portfolio, develop dynamic database for contracts and assist with implementation and on-going management of new sourcing initiatives.
* Knowledge of billing and accounting, proactively driven billing process for the local team and prepared analysis as required.
* Generated timely Cost estimates, draft invoice, and tax invoices accordance with customer requirements.
* Collaborated with other departments to ensure billing accuracy and payments. Interacted with business in gathering requirements for Revenue, Invoicing, collections & statutory documents, (MSA/SOW, SOP, etc)
* Partnered with counterparts on Revenue reporting and requested support on receivables and collections.
* Supported new business requirements and process improvements in the Leasco/Rental Billing activities

*Prior work Experience:*

**Team Lead** | Pentagon Quality Management Solutions | August 2012 – May 2014

* Enthusiastic individual and employ high interpersonal and communication skills.
* Achieved sales target by facilitating the tele sales team. Plan, coordinate, and commitment throughout the campaign.
* Presented the company and introduce products to maximize profits and increase productivity. Continuously maintain and upgrade sales records.
* Report to sales manager about sales issue including products and customers. Aim to pass on my knowledge and experience to my future employer at the best of my ability.
* Due to the hard work and positive sales attitude, became a role model for the current and future employees. Maintained admin records on daily basis to track and follow up for the business growth and to create database. Database created during employment are still used by management for training and quality purposes.

*Awards & Recognition:*

* Aug’2022 – Team Award for extended & additional work support done during migration of legacy system.
* Jul’2022 – Beyond call of duty award
* 2022’ (Q1 & Q2) – Individual performer
* 2019’(Q2) – Exceptional teamworker and beyond expectations
* Apr’2016 – Recognized for delivery of outcomes received
* Mar’2015 – Extra mile champ award
* Dec’2014 – Summit Award for process ownership and client appreciations
* Nov’2014 – Superior performance on targets/metrics achieved.
* Mar’2014 – Quality champ & 100% deliverable
* Oct’2013 – Quality champ and met SLA

*Projects & IN-Plant Training:*

* Automatic Station Name Display with Voice Alert for Train, Industrial Automation Control, Land Mines Detecting Robot, T-WRECKS Robot.
* Air India Airlines House, Spiro Solutions, Industrial Visit to Bharath Sanchar Nigam Limited, Industrial Visit to Fortran (PCB Manufacturing Unit)

*Education:*

* B.E, ECE | New Prince Shri Bhavani College of Engineering and Technology, Gowrivakkam, Chennai-600 073 | Percentage - 7.5(CGPA) | 2009 -2012 |
* D.E.C.E | Bharath Polytechnic College, Selaiyur, Chennai-600 073 | Percentage - 80%| 2006 – 2009 |

*Personal Details:*

D.O.B : 24-03-1991

Languages Known : English and Tamil

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**(T. KALAIVANI)**