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| RAMYA. R | No:-14/12A, Devi karumari Amman  Nagar,Yamuna street,Velachery, chennai- 600042.  Phone: +91-9840099847/9092778215  [rajendran.ramya66@gmail.com](mailto:rajendran.ramya66@gmail.com) |
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CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

WORK EXPERIENCE

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| --- | --- | --- | --- | --- |
| Company Name | Designation | From | To | Nature of Job |
| Cognizant Technology Solution India Pvt.Ltd | Senior Process Executive | Dec 2013 | June 2015 | Accounts payable | |
| Sutherland Global Service | Analyst | June 2015 | Dec 2018 | Accounts Payable  Travel & Expenses | |
| HCL Tech Ltd BPO Services | Financial Analyst | June 2019 | June 2021 | Accounts Payable  Travel & Expenses | |
| Wipro Limited | Senior Executive | June 2021 | Oct 2023 | Procure to pay & Master data Management | |

ROLES & RESPONSIBILITIES

ACCOUNTS PAYABLE

* Reviewing and process (PO, NON PO) invoices.
* To create and block/Un block vendor and maintain the vendor master data.
* Posting invoices for payment on terms.
* Resolving problematic invoices.
* Quality check of post invoices.
* Reversals and corrections of incorrect posted invoices.
* Handle manual and automatic payment requests along with verification and payment run proposal.
* Having a track of all payment deviations i.e. reject, refund and return to follow-up and contact vendor and get their bank details corrected by vendor master team.
* Investigating and resolving email enquiries from Vendors.
* Perform vendor reconciliation and take necessary action.
* To act as back up for some of the critical activities during team members absence.
* Support Audit and ensure timely response and submission of documentation to auditors.
* Prepare and support for the monthly KPI key metrics for the AP process.
* Any changes in the process immediately update the SOP.
* Participate in weekly calls with clients to resolve process issues.
* Achieving overall target on regular basis.

TRAVEL AND EXPENSE

* To audit the expense report as per the company policy and procedure.
* To process and reject the travel expense using concur tool submitted by employees.
* To provide the guidelines to the employee on their submitting the expense report.
* If any changes or new updates in the company policy and procedure immediately inform to the employees.
* To process the employee’s travel corporate card.
* To assist the account closure of termed employees.
* To reconcile employee expense with bank statement.
* To recovery the fund from employee’s Account and return to treasury.
* To prepare & post the journal entries.
* Identifying reconciling items and its clearance.
* If fund is missing raised the treasury ticket.
* Attend weekly calls with clients.
* Handling the employee’s queries and monitoring the mails on the regular basis.
* Working closely with other activities to solve the end to end recon file and weekly Dashboard preparation.
* Responsible to meet SLA and daily targets.

**PROCUREMENT-MASTER DATA MANAGEMENT**

* Managed and supervised a team of 5 personnel during the day-to-day operations as well as training exercises.
* To distributed work evenly among teams to achieve maximum time management.
* Organized monthly meetings with leaders to ensure all monthly reports were accurate and precise.
* To manage, create and modify the Data of Supplier, Employee and Customer.
* To verify the supporting documents of Supplier, Employee and customer.
* To create the Material.
* To manage the inventory.
* To create the PO’s, based on the company policy assign the PO’s to the correct contact person for approval.
* To verify the invoice and receipts and closing the fulfil PO’s.

COMPUTER EXPOSURE

Operating systems: Ms Office, SAP, Oracle, Ariba, Concur, Swift, CICS, Service Now , Todd, Work day, Sales force, JDE, Power BI, Tally 9,

EDUCATIONAL PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/ Examination | School/ College/Institute | University/ Board | Year Of Passing | Percentage Of marks |
| MBA (Finance & Marketing) | Sri Sai Ram Institute Of Technology | Anna University | 2013 | 7.74 CGPA |
| B.COM | Guru Nanak College | University Of Madras | 2011 | 70% |
| HSC | Government Higher Secondary school | State Board | 2008 | 73.06% |
| SSLC | St. Antony’s School | State Board | 2006 | 80.4% |

ADDITIONAL QUALIFICATION

* Certified course in Genesis Certified Accounts & Finance Professional (GCAFP).

PERSONAL PROFILE

* Father’s Name : E. Rajendran
* Date of Birth : 25-05-1991
* Gender : Female
* Marital Status : Married
* Nationality : Indian
* Languages Known : Tamil, English

DECLARATION

I hereby certify that the details furnished are true to my belief and knowledge.

Date: R.RAMYA

Place: