**SUGANTHI ADIKESAVAN**

No 66/29 Fanepet 2nd street,

Nandanam,

Chennai – 600 035

Mobile: 9941077804

Email Id: sugan8191@gmail.com

**CAREER OBJECTIVES**

To be associated with an esteemed organization through which I can apply my interpersonal skills and achieve company’s objectives, to become a successful professional.

**WORK EXPERIENCE**

Organization : McKinsey Global Service Chennai

Duration : April 2014 – December 2022

Designation : Senior Process Associate

Role : Time and Travel Expense Reimbursement

**ROLES AND RESPONSIBILITES OF PREVIOUS JOB PROFILE**

* Review and analyze all expense reimbursements submitted by various McKinsey offices
* Determine the legitimacy of expenses using established business rules and knowledge of Firm activities
* Decision making regarding questionable or incomplete information, recommend corrective actions under tight deadlines and pressure from local offices
* Coordinate the receipt and application of all supporting documents related to each transaction for reimbursement
* Ensuring no duplicate payment and processing of expense reimbursement as per the audit guidelines within agreed SLA
* Also, deliverance of periodic/adhoc request as per specifications and appropriate escalation of issues that affect work
* Analyze relevant reports in Business Objects
* Suggested and Implemented ideas as part of continuous improvement
* Processed Global locations like Asia-Pacific, Europe and US
* Primary point of contact for Day-to-Day Operations for Asia Pacific Region
* On Monthly basis handling Timesheets for Global locations to track hours worked, leave time, accruals, and to make adjustments and project the revenue to the company
* Independently auditing and managing the volume and workflow of travel reimbursements submitted for payment from all consultant who meet with the client for business purpose
* Maintaining a thorough knowledge of travel policies and procedures and validating each travel expense
* Verifying and ensuring that documentation requirements have been met and required supporting documentation is present to support the travel reimbursement, and expenses are charged to the correct projects, project allowances, and account codes
* Interpreting, applying, and communicating travel policies, procedures, and guidelines to campus personnel and providing recommendations as needed to consultant
* Communicating with consultant for reconciliation issues and recommending and/or directing changes to the reimbursement to uphold and maintain policy and accuracy standards and bring the travel reimbursement to a final resolution
* Documenting all audit issues
* Scheduling monthly call connect with Asia Pacific offices for sharing the monthly reports and points for discussion /Suggestion for better process
* Team Handling and New hire training for Asia Pacific offices
* Handling Emails from Consultants regarding the reimbursement process
* Experience using Rydoo Reimbursement tool for processing the expense and Oracle for Payment and monthly Timesheets
* Ability to analyze and resolve travel related problems independently and consistently
* Ability to read, interpret and consistently apply policies, procedures and guidelines
* Received Process Star award multiple times but special mention received award twice during Pandemic situation
* Taken monthly session to Peer Team members
* Due to constant and better performance moved from Contract employee to Firm Employee and received Promotion from Assistant Process Associate to Process Associate and to Senior Process Associate

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **NAME OF THE INSTITUTION** | **BOARD OF EDUCATION** | **PERCENTAGE OBTAINED** |
| MBA  (FINANCE & HR) | SMK Fomra Institute of Technology | Anna University | 7.72 cgpa |
| B.Com | SDNB Vaishnav College For Women | University Of Madras | 68.31% |
| HSC | Fathima Basheer Matric. Hr. Sec. School | State Board | 78.41% |

**ADDITIONAL SKILLS**

**COMPUTER SKILL:**

* MS – OFFICE, TALLY ERP 9, Oracle tool for Payments process

**CERTIFICATE COURSES:**

* Completed a certificate course in Travel & Tourism
* Completed a certificate course in communication skills

**PROJECTS**:

* Summer Project : **“A Study on Quality of work life”** at Vaigai Sanitation Pvt

Ltd Chennai

* Final Project : **“A Study on Technical analysis of banking sector in**

**nifty”** with special reference to Share Khan Ltd

Chennai

**PERSONAL QUALITIES:**

* Hardworking and achievement oriented individual with strong interpersonal skills
* Dedicated in accomplishing any taken task
* Well-organized, self-motivated individual with ability to rapidly learn new skills

**PERSONAL DATA**

* Spouse’s name : Vinoth. D
* Date of Birth : 08-Jan-1991
* Gender : Female
* Languages known : English, Tamil
* Marital Status : Married
* Nationality : Indian

**DECLARATION**

I hereby, declare that all the information and facts stated herein above are true and correct to the best of my knowledge.

Yours sincerely,

PLACE : Chennai Suganthi. A

DATE :