**Mrs. Durga S**

Plot# 4C, Varshini Flats,

NGO Colony,

Hasthinapuram,

Chrompet,

Chennai – 600044.

 9940178062

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**Objective:**

A challenging position in accounting field requiring qualified accounting professional and a valued team player with business acumen. A commitment to quality, accuracy and be loyal to do the assigned assignment. Seeking challenging and carrier-oriented job.

**Professional Experience:**

**Work Experience** From 17th March 2014 to 9th Sep 2017 working in Flextronics Technologies India Pvt. Ltd.

3 years and 8 months Experience. Re-join From 29th August 2022 to 15th March 2023 (Total 4.4 Years)

* **Designation:** AP – Senior Analyst – Total 4 years and 4 Month (Due to gap for maternity).
* **Work Summation: Finance Shared Services Center (FSSC) – Accounts Payable –America & Asia regions.**
* I have worked in Accounts Payable Department and handling all sites of Asia Region and Europe region with the different ERP’s Like **Baan V, Baan IV, Non-Baan, Optika, SAP and TITAN**
* Process knowledge in PO, NON-PO & VIM transactions.
* Process Knowledge in 3 ways & 2-way matching.
* To reconcile all the vendor statement in every 15 days once.
* Completion of daily self QC by all members on time.
* Sample QC (5% for PO 100% for NON-PO).
* Motivating the team peoples to achieve team goals as well as individual goal.
* Updating Queue status/Queue aging with user.
* Publishing daily production report on time.
* Completed all activity with first time right.

**Rewards & recognitions:**

* Received several appreciation E-mails from internal & external customers for a passionate customer service.

**Technical Skills:**

* Certified course: **Tally ERP9**
* Process wise Knowledge in
* Baan V & IV
* Non-Baan
* Titan (FLEX TOOL)
* SAP

**PERSONAL POTENCY:**

* Good in communication,
* Reliable, Confident, Honest & Hard working,
* Strong work ethics and business acumen,
* Good Level of Initiative and Creativity,
* Ability to effectively communicate in English, Tamil, & Hindi.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/Exam Passed | Institute/Board | Year of Passing | Percentage |
| MBA (Finance) | University of Madras  (Correspondence) | 2017 | 74% |
| B.COM | A M Jani College  (University of Madras) | 2013 | 80% |
| H.S.C | National Hr. Sec. School | 2010 | 72% |
| S.S.L.C | National Hr. Sec. School | 2008 | 70% |

DECLARATION:

I hereby declare that all the information’s mentioned above is true to the best of my knowledge.

Date : Sincerely

Place: Chennai Durga Sridharan