**Pushpalatha Dhayalan**

  (Immediate Joiner)

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**Mobile** – 9600041294

No.134/1A1, Cambriya Homes Eldo Rado, New India Colony, Perungudi, Chennai-600096

**Objective**

Ambitious to build a career in finance with an organization where teamwork is required and hard work is appreciated and to be in a position that best suits my knowledge and skills.

**Professional Experience**

**Total Work Experience -  5.9 Yrs.**

**Cognizant Technology Solutions – Chennai**

**Process:** Accounts Payable

**Position:** Senior Process Executive – Data from 09th April 2021 to 29th June 2022 (1.2 yr.)

**Detailed work experience in Cognizant**

➢ Managed accounts payable processes for separate entities and vendors.

➢ Processed due invoices for payments within the set timeframe

➢ Compared purchase orders, prices, terms of payment, and other charges.

➢ Worked with compliance issues regarding accounts payable processes (W-9, sales tax, etc.)

➢ Month-end bank reconciliations

➢ Open and assign new vendor accounts.

➢ Tool Used: Oracle Netsuite

**WNS Global Services – Chennai**

**Process:** Accounts Receivable

**Position:** Senior Associate-Ops – Banking (Reconciliation) 02nd May 2016– 23rd Dec 2019 (3.7yr)

**Detailed work experience in WNS**

➢ Cash application (Abacus)

➢ GL (Oracle R12 & R11) reconciliation

➢ Bank Charges Analysis

➢ Investigation of Outstanding/ Unapplied money

➢ Month end bank reconciliations

➢ Preparation of Executive summary / SLA

➢ Error and QA analysis and preparation of RCA.

**Achievements**

➢ Received League of champions award for best performance in WNS.

**Technomed Electronics - Chennai**​

**Process**: Accounts Payable

**Position**: Finance Executive 02nd May 2015 – 01st May 2016 (1 yr.)

**Detailed work experience at Technomed**

➢ TDS calculation

➢ Monthly reconciliation

➢ Preparation of Sales tax

➢ Expense & Cashflow management

➢ Balance sheet reconciliation

➢ Preparation of MI reports for external audit

➢ Expenses report validation. (Reimbursement)

➢ Sending manual invoices & follow up with the client to collect payment.

➢ ESI & PF calculation.

**Competencies**

➢ Excellent problem-solving skills.

➢ Independent and self-motivated.

➢ Systematic approach and Quality Consciousness

➢ Ability to motivate team members.

**Education**

➢ **MBA (**Finance**)**  **:** Anna University Chennai (Distance Education) with 65%

        2015 – 2017

➢ **B.Com (A&F)**​**:**Dr.MGR Janaki College of Arts and Science for Women with 79%

2011-2014     (University Rank Holder)

➢ **H.S.C.C               :**Sri Sankara Matriculation Higher Secondary School, Thiruvanmiyur with 90%

      2010-2011

➢ **S.S.L. C​ (CBSE)    :**Besant Arundale Senior Secondary School, Thiruvanmiyur with 82%

 2009-2010

**Personal Details**

Marital Status                 : Married

D.O.B                               : 01.02.1994

Gender : Female

Blood group : B+(positive)

Husband Name​            : Arulkumar.K

Language Known          : English and Tamil

**Declaration**

I hereby declare that the above-furnished information is true to the best of my knowledge.

**Date:**

**Place:**​​​ **(Pushpalatha Dhayalan)**