A Thomas Manoj Kumar

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# Objective

To work hard, be sincere and honest all the time to the organisation which supports my career.

To take active part in the growth and development of the organisation.

# Professional Summary

* Experience in indexing of invoices and invoice processing as a Senior Process Associate.
* Working in processing of invoice Approval and SAP in an Invoice network.
* Maintaining a document in Excel for the Germany Bill.
* Maintaining the received documents in Excel.
* Verifying the list of documents received.
* Completing the work in priority whatever given by my manager and my team.
* Respond to the mail very quickly and complete my work within the expected time.
* Willing to learn new things.
* Good in team management and excellent in co-ordination skills

# Experience Summary

* Worked as a Senior Process Associate in Accenture Solutions Private Limited, Chennai in 21st April 2017 to 2nd September 2020.
* Worked as Officer in Scope International Private Limited under Standard Chartered Bank, Chennai in 12th March 2012 to 4th December 2015.
* Worked as Accounts Assistant in M/s. Devaraj Computers (P) Limited, Chennai in 1st April 2009 to 31st August 2010.
* Worked as Accounts Assistant in M/s. Sidhachal Infotech, Chennai in 1st April 2008 to 31st March 2009.
* Worked as Customer Service Assistant in M/s. Shell Ethiraj Enterprises, Chennai in 5th January 2007 to 1st April 2008.

# Educational Qualification

Bachelor of Commerce from St. Louis College for the deaf, Chennai in 2006.

# skills

* SAP, Oracle & Main frame.
* Microsoft Office Suite: Office Automation (Excel, Word and Power Point, and Outlook).
* Tally ERP9.
* Data Entry Operator

# JOB PREFERENCE

NON VOICE Data Entry / Work with Excel / Email Processing

# Profile

Company Name: Accenture Solutions Private Limited

Tools: SAP, Oracle & Main frame

Designation: Senior Process Associate

Role: Transaction Processing Associate

Description:

* SSI (Simple status invoice) – Checking the status and processing the CON (Consignment number) which has not been delivered
* Downloading the bulk file daily and allocating on daily basis
* VAT (Value added tax ) call discussion on weekly basis
* UIC (Uninvoiced cons ) /UAC (Un allocated cons) – CONs were created manually and invoicing weekly and basis weekly respectively
* KUB (Cost confirmation from customer) – sending mail to customer for cost accepting letter.

Responsibilities:

Inter Company Recharge - process

* Maintenance of GL Accounts & Trial Balance reports
* Preparation of Reconciliation for intercompany accounts and Month End activities.
* Journal entry preparation and posting after getting approval from clients
* Preparation of Balance Sheet and reconcile with Trial Balance.
* Extracting reports in oracle like Trail balance, General ledger Report
* Weekly Quality Checks done, and details sent to clients ensure the accuracy levels and analyze kind of errors
* Preparing Daily reports on the open items.
* Preparation of SLAs and handling Monthly Review Calls with clients
* Consolidating Process updates and Update Process documents on a regular basis
* Training Newcomers and assisting team members in processing
* Cross Training on various activities (Achieved 100% on Cross Trained)
* Preparation of Accrual & Provision entries for all expense in oracle.
* Accomplished the Process target goals by training, assigning, communicating job expectations and adhering to policies and procedures
* Consistently met or exceeded corporate target
* Supported CLS database migration from Lotus Notes to Web Based – This involved

Identifying Gaps and highlighting them on the workflow comparing lotus notes and Web based tool, testing in test environment, Updating and Documentation of different test scripts.

* Supported various RFCs (Request for change, for new needs), TOs (Task Orders) and testing’s (Client IT tickets)
* Paid significant contribution in project migration and trained a team of 9 members
* Formulate new and innovative procedures to streamline the process
* Have received Appreciation from clients and initiated new ideas in Clearing the backlogs
* Preparing monthly statements

**ORDER TO CASH – BILLING**

* Preparing daily and monthly invoice .
* Invoice generation for customers based on their requirements.
* Customer enquiries and problem solving on the billing run.
* Customer account details and VAT ID registration for Duty and Tax billing.
* Quality Audit done & the report will be shared to the team members on daily basis.
* ICFR control has been maintained on monthly basis.
* Affianced in Route cause analysis and preparing check list for reduction of errors.
* Team Co-ordination for knowledge transfer and allocation of work to the team.
* Conduct the Feedback sessions with the processors & training sessions will be provided periodically.

Company Name: Scope International Private Limited under Standard Chartered Bank

Tools: Excel, EBBS

Designation: Officer

Responsibilities:

* I was extracting various user defined reports (UDR) and circulating it within agreed SLA time to the stake holders.
* I was handling Welcome kit preparation and dispatch to new customers.
* Completing the work in priority whatever given by my team

Company Name: Devaraj Computers (P) Limited

Tools: Tally

Designation: Accounts Assistant

Responsibilities:

* For handling accounts in Tally
* Completing the work in priority whatever given by my team

Company Name: Sidhachal Infotech

Tools: Tally

Designation: Accounts Assistant

Responsibilities:

* For handling accounts in Tally
* Completing the work in priority whatever given by my team

# Certifications

* Professional Certificate in Info Communication Technology and Life Skills from Ability Foundation, Chennai in March 2007.
* Employability Quotient Improvement Programme from V-Shesh, Chennai in January 2011.
* Diploma in Office Automation using MS Office from CADD Centre, Synergy School of Business Skills, 14th Feb 2014 to 28th Feb 2014.
* Junior Grade in Typewriting in English in August 2016.
* Junior Grade in Typewriting in Tamil in February 2017.
* Certificate of Participation Soft Skills in Training conducted by Infosys BPO LTD in collaboration with V-Shesh Learning Services Pvt LTD during 6th Feb 2017 to 3rd Mar 2017.
* Office Automation course from Apollo Computer Education in Feburary 2021.

# Personal details

* Father’s Name – Ananda Jeyaraj
* Date of Birth – 16-07-1983
* Sex – Male
* Physical Disability – Hearing Impairment
* Marital Status – Married
* Mother Tongue – Tamil
* Languages – English, Tamil
* Address – Plot No.25, Flat No. S1 11/100A, Gandhi Street,

Agastheeswarar Nagar, Pozhichalur, Chennai – 600074.

* Contact No – Non-voice(SMS/WhatsApp) 9789980682

Voice 9444951048 (father-in-law)