**RESUME**

**DURGA DEVI V** PHONENO: 9841404501

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**OBJECTIVE:**

To meet new challenges and to be an efficient, effective and responsible employee who "makes things happen".

**Personal strength:**

Leadership capability, Pleasing personality, Good Communication skill, Creative and Innovating thinking. Ability to adapt to a new environment.

**EDUCATIONAL QUALIFICATION:**

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| --- | --- | --- | --- |
| **Degree** | **Institution** | **Percentage Secured** | **Year of passing** |
| **X STD** | **ST. JAIGOPAL GARODIA MH.HR.SEC.SCHOOL** | **84%** | **JUN 2005 – MAR 2006** |
| **XII STD** | **ST. JAIGOPAL GARODIA MH.HR.SEC.SCHOOL** | **82%** | **JUN 2007 – MAR 2008** |
| **B.Com** | **D.B.JAIN COLLEGE** | **75%** | **JUN 2008 – APR 2011** |
| **M.COM** | **D.B.JAIN COLLEGE** | **79%** | **JUN 2011 – APR 2013** |

**CURRENT EXPERIENCE: Capgemini Consulting Technology Outsourcing**

From: June 2022 to till now

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| --- | --- |
| **Previously working** | Capgemini Consulting Technology Outsourcing |
| **Domain** | Procure to Pay |
| **Process** | Invoice Processing, Checking, Payments and exception Handling. |
| **Software knowledge** | SAP ERP, Citrix, PeopleSoft (ORACLE) |

**JOB RESPONSIBILITIES:**

Invoice Processing:

* Analyzing and resolving vendor payment problems arising in accounts payable process.
* Providing the solutions for the process related issues.
* Monthly presentation to the Management for the overall Accounts payable status.
* Responsible for performing Month-end activities & ensuring the smooth closure of Accounts for the period.
* Processing of Invoices (Purchase Order based & Non-Purchase Order based through SAP platform (R3).
* Making the payment posting to the vendor through SAP, based on the payment method provided by the Vendor.
* Reversing the entries if the payment is posted wrongly or if it is a duplicate payment to the vendor.
* Perform **Vendor Master** activities like adding vendor, deletion vendor, creation new vendors and bank details etc.

**Payment Processing**

* Running ACH, Wire and Check Payment proposals and runs for 10 company codes.
* Performing the daily Cash Sheet Payment Reconciliation and sharing data with the Client Stake Holders.
* Developed KAIZEN for Vendor payment discount realization and worked closely with the Client in standardizing the Discount Vendor Payment process. This received great acclaim from the Client Managers.
* Vendor Check Payment Reconciliation for checking the accuracy of Check Payment Run.
* Responding to all Payment related email queries from the Client/Vendors with in TAT.
* Handling and responding to all Payment related Phone calls in a timely manner.
* Streamlining SOP with new updates after receiving approval from the clients.

**Spoc for Ancillary Activities**

* Conducting Brainstorming Sessions to the team
* Error Analysis to team Members
* Daily Team Huddle & Action Plan
* Prepare & share Weekly and Monthly Productivity reports.
* Schedule Training Plans to new joiners.

**PREVIOUS EXPERIENCE: HCL Services Ltd**

From: March 2020 to May 2022

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| --- | --- |
| **Previously working** | HCL Service LTD |
| **Domain** | Procure to Pay (Accounts Payable) |
| **Process** | Reconciliation. |
| **Software knowledge** | SAP ERP, Citrix, PeopleSoft (ORACLE) |

**JOB RESPONSIBILITIES:**

* I have been a part of share reconciliation which deals with the reconciliation and investigation of stock position breaks.
* Reconciliation of share position on daily, weekly, and monthly basis, Identify the discrepancies and providing deliverables to the client.
* Coding the identified discrepancies according to the coding procedure also research the reason for discrepancy by using MCH application and notify the same to client servicing internal business units, assets manager services and client facing teams for the resolution of the aged breaks.
* Addition and deletion of funds as team.
* Reaching out to internal business units, assets manager services and client facing teams for the resolution of the aged breaks.
* Addition and deletion of funds as per client requirements and maintaining records for active and closed fund list.
* Communicating with the client's auditors, consultants and providing the necessary assistance. To comply with regulatory requirements associated with all activities.
* Meeting all deadlines, following up timely and escalating the emails and inquiries as per the escalation matrix.
* Handling rejection and escalation cases, which cause financial challenges to organization.
* Dealing with the processing of fractional shares and settlement of accounting trades to eliminate the discrepancy between the accounting and custody positions.

**PREVIOUS EXPERIENCE: Capgemini Consulting Technology Outsourcing**

From: 08th March2018 to 16th March 2020

|  |  |
| --- | --- |
| **Previously working** | Capgemini Consulting Technology Outsourcing |
| **Domain** | Procure to Pay |
| **Process** | Accounts Payable (Invoice Processing& Auditing) |
| **Software knowledge** | SAP, IDMS, Citrix |

**JOB RESPONSIBILITIES:**

*Invoice Processing:*

* Preparing Inflows, outflows and daily status reports of the Process.
* Weekly calls with clients to ensure the smooth run of the process.
* Responsible for performing Month-end activities & ensuring the smooth closure of Accounts for the period.
* Implementing quality improvement measures such as KAIZEN for Continuous improvement in the services, ensuring higher customer satisfaction metrics.
* Ensure error free processing of invoices and Quality Checking (QC).
* Handling Customer Queries and Complaints Customer

**AUDITING:**

* Receiving the reports from the customer to ensure the invoices as been posted correctly to the sap.
* Duplication checks will be done as per the report which we received from the customer.
* Sending PPT to the management which represents the counts of internal and external errors.
* Updating the errors of the team with the route cause analysis.
* Receive updates from clients and share with team.

**PREVIOUS EXPERIENCE: Intelenet Global Services**

From 1st July 2014 – 04th Nov 2017

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| --- | --- |
| **Previously worked** | **Intelenet Global Services(Ascendas)** |
| **Domain** | **Accounts payable** |
| **Process** | **Invoice Processing** |

**JOB RESPONSIBILITIES:**

* Verification of Application form of Latam America and North America Affiliates.
* Validation of Documents of Vendor, staff Payments,Po and Non PO & Credit Note Invoices
* Verification of Bank sort codes and account numbers.
* Processing of claim.
* Processing basics of 2 Ways Match and 3 Way Match

**LANGUAGES KNOWN:**

READ : English, Telugu, Tamil

WRITE : English, Telugu, Tamil

SPEAK : English, Telugu, Tamil

**PERSONAL DETAILS:**

NAME : V.DURGA DEVI

DATE OF BIRTH : 05.04.1991

CONTACT ADDRESS : 92/208 CANAL BANK ROAD, INDIRA NAGAR, ADYAR, CH-20

DECLARATION

I hereby declare that the information and facts furnished above are true and correct to the best of my knowledge and belief.

PLACE : CHENNAI **V.DURGADEVI**

DATE :