**M.VALARMATHI**

Hand Phone: 9003966497 (WhatsApp also)

Valarmathi130@gmail.com

**Objective**:

To be an enthusiastic team member in a Professional organization and to work in an air filled with challenges and competitions bringing out the best in me.

**EXPERIENCE IN DETAIL:**

Overall, Experience 7 Years.

**JOINING:**

**Immediate joining or 15 Days.**

**CURRENT COMPANY PROFILE:**

Current Work experience : Feb 2022 – Apr 2023

Company name : Capgemini India Private Ltd (Chennai)

Designation : Senior Process Executive (O2C)

**RESPONSIBILITIES:**

* Order Management
* Credit management
* Order Fulfillment
* Order Shipping.
* Customer Invoicing.
* Payment collection.
* Report and Data Management.

**3RD COMPANY PROFILE:**

Current Work experience : Nov 1st 2020- Dec 2022.

Company name : Lodha Finance India Ltd

Designation : Accounts Executive

**RESPONSIBILITIES:**

* Processing invoices using Tally ERP 9
* Maintaining Petty Cash Handling.
* Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved the vendor queries.
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.

Balance sheet preparation.

**2nd COMPANY PROFILE:**

Current Work experience : Sep 2019- Oct 2020

Company name : RAC Infra Rental LLP

Designation : DC & Billing (Accounts)

**RESPONSIBILITIES:**

* Invoice Process using to Excel Format with Some Formulas.
* Purchase Order & Quotation Created and check validity with Clients.
* Petty cash handling.
* Stocks, inventory Maintenance
* Invoices process to sent time being to Client for every month
* Monthly Sales Report Preparing.
* Month wise Billing Statement preparing.
* Every Client Asset details Maintained.
* Assets Replacement Inward, Outward, inward Details checked(Stock Sheet).
* If need using Tally Software Checking the details.
* PO Pending and Invoice not raised files prepared to month wise.
* Data Entry accuracy also 100 % Speed for one kind of information.

**1st COMPANY PROFILE:**

Current Work experience : April 2013- Nov 2017.

Company name : Cognizant Technology Solutions private ltd

Designation : Senior Process Executive Data – Accounts Payable

**RESPONSIBILITIES:**

* Processing & Matching the PO invoices from the customers with the GRN and other receipts relates fixed assets purchases of the customer.
* Processing the Non-Po invoices relating to the operating expenses of the customer.
* Process invoices submitted through EDI and Spreadsheet uploads.
* Processing corporate card payment due of the customer as per the due date
* Reimbursing for the employee’s travel and relocation according to the Customer’s travel policy.
* Do quality check on team members’ productivity on the above-mentioned activities.
* Demonstrated the ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows.
* Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved the vendor queries.
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
* Weekly Review call with client updating them on the work allocation plan for the week and addressing their clarification/ questions on the same
* Taking care of all the asset belongs to their respective locations.
* Coordination and Movement of Assets to and from other locations
* Ensure timely escalations are being done for all calls based on criticality of the problem.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B.sc (Computer Science ) | April 2011 | Madura College Madurai, TN | Kamarajar University | 60% |
| Higher Secondary | March 2008 | M.A.N.U.Girls Higher Secondary School, Madurai.  Trichy. TN | Tamil Nadu State Board | 60% |
| Secondary | March 2006 | M.A.N.U.Girls Higher Secondary School, Madurai | Tamil Nadu State Board | 70% |

##### Personal Interests:

* Watching Movies (English, Hindi& Tamil) & Surfing in Net.
* Volunteer in Social Work activities.
* Listening Music

**Personal Profile:**

Father’s Name : C.Masimalai

DOB : 17-JAN-91

Sex : Female

Marital Status : Married

Nationality : Indian

Permanent Address : No: 329, Govindaraj Mangai illam, West Anupanadi, Madurai-625001.

Current Address : No:1, MGR Nagar 4th cross St, 1st Floor, Velachery, Chennai – 600042.