**DHANALAKSHMI RAMAN**

Nissi Ladies Hostel

Vinayagar Steet,Myalpore,Chennai-80

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**Career Objective**

To obtain a challenging Accounts Receivable position that will allow me to utilize my communication, collection, application and organizational skills that will allow for continuous professional growth.

**Aspire Systems India Private Limited- Accounts Receivable (Senior Finance Executive)-Oct 2019 -**

* Ensure timely handling of Invoices as per Contract requirements,Credit Note& Currently associated with Global Team for Billing and Collections.
* Account customer payments in Net suite and apply to invoices as per details providing by customer.
* Update reconciliations on month end close schedules.
* Provide support for sales & service organizations on varies queries.
* Prepare and send statement of account to customers on a monthly basis.
* Analyzed gaps between Actual vs Budgeted Revenue and thereby avoids revenue leakage.
* Preparing MIS reports based on Sales Report & also Revenue Report.
* Recognizing Revenue as per the contract for all projects.
* Provides “Debtors Report” every month to Salespeople to follow up on the overdue invoices.
* Provide India GST workings to tax consultants for filings. & Prepare TDS Reconciliations.
* Preparing & Filing MPR & Softex on monthly basis.
* Handled External audit queries for revenue & also customer queries.

**XCEL Insurance Surveyors & Loss Assessors India Private Limited-Finance Executive (Feb-Oct 2019)**

* Create Financial reports & Supported all areas of responsibility.
* Process of Journal Entries and perform accounting Corrections to ensure accurate records,
* Manage travel and expense reports for department team members.
* Preparation of Profit & Loss Accounts & MIS Report for Month-end Process.
* Supervise and organize a team of 3 to 4 junior associates to resolve problems and achieve reporting deadline
* Evaluated monthly Income report and presented findings to the manager for management decisions
* Formulated, prepared, and issued bills, invoices, and account and financial statements with efficiency to ensure timely deliverable

**Frost & Sullivan Indian Private Limited- AR (Finance Executive)May 2017 - July 2017**

***s-Finance Executive Feb2018-Feb 2019***

* Maintain Accounts Receivable (AR) Records.
* Prepare Invoices & send to customers as and when they are required.
* Response to customer inquiries regarding Accounts Status.
* Delivered accurate and on-time monthly financial closing for A/R functions

**R. Krishna Kumar & Associates- Accounts Executive, Jul 2013 - May 2017**

***s-Finance Executive Feb2018-Feb 2019***

* Finalization and preparation of financial statements for various corporate bodies.
* Tax planning and finalization of tax audit as per income tax act 1961.
* Preparation of BRS, Cash flow and fund flow statement.
* Analysis of draft financial statement including notes to accounts.
* Preparation of statement of accounts for Individual, Partnership firms and Trust.
* Preparation of project report to avail finance from banks.
* Collection of details for income tax hearings, scrutiny cases and other miscellaneous matters.
* Assisting in conducting Statutory Audit, Tax Audit, Internal Audit, VAT audit and
* E-filling of Returns of various private limited companies0 partnership firm and proprietary concerns.

**EDUCATION**

***s-Finance Executive Feb2018-Feb 2019***

* M.Com from Alagappa University First Class in 2012.
* B.Com (Computer Application) from Alagappa University First Class in 2010.
* Class 12th (Commerce background) from State Board with 85%

**SKILLS**

***s-Finance Executive Feb2018-Feb 2019***

* Well-versed with MS office.
* Good Working Knowledge of Tally software [ERP.9.0], Oracle Net Suite ERP.
* Knowledge of Taxation Package like CA-Win man. .

I hereby declare that the above mentioned details are true to the best of my knowledge.

**Place: Chennai**

**Date : ( Dhanalakshmi R)**