**Yogalakshmi.G**

**No.3A/119 Veerapandiya Kattaboman Street, Karapakkam**

**Chennai – 600 097**

**Ph: 8939873180**

**E – Mail: yogalakshmi.ganesan89@gmail.com**

**EXECUTIVE PROFILE**

* Graduate with **10.6** years of experience in GL (RTR Process), Cash management & Cash Apps
* Demonstrated ability in preparing quick, accurate financial information and reports to communicate audit findings and financial data.
* Well versed with working in computerized environment with expertise in SAP & Oracle ERP tool and MS Excel, Blackline, RI tool.
* Excellent communication and interpersonal skills coupled with strong analytical skills.
* Multitasking skills and ability to work under pressure.

**WORK EXPERIENCE:**

**Senior Analyst – Accenture Service Pvt. LTD – (Jan'2020 to Till Date)**

**RTR-General Ledger**

* Nearly **10.6** years of experience in finance operation with good expertise in Record to Report and related Finance processes
* Preparing the cash reporting and payment working with the project details on weekly basis
* Bank Reconciliations, Balance sheet Reconciliation and Month end Journal preparation.
* Analyzing and identifying the new projects and making sure the setup is happening in ERP as per the SLA.
* Handling escalation mails which come from business and solving as per the SLA.
* Having regular Interaction with Clients & Customers through mails or skype calls.

**Executive – Wipro BPS (P) LTD – (Jun’14 to Jan’2020)**

**Job Profile:**

**RTR-General Ledger**

* Handling the Treasury/Cash management operations for an UK based construction company
* Experience in handling the processes - Cash reporting/forecasting, Bank reconciliation, Balance sheet reconciliations, accruals, reclassification of journal & Reverse Factoring.
* Clearing the Balance sheet open items as per the SLA
* Analyzing the Intercompany working and explaining our counter parties for the mismatch and getting approval from business by sending the sales ledger agreements
* Preparing the cash reporting and payment working with the project details on weekly basis
* Analyzing and identifying the new projects and making sure the setup is happening in ERP as per the SLA.
* Uploading the Open items in Tagetik (Top level management tool) for business reporting
* Co-ordinate with the auditors for Periodical Audits. Respond to audit queries raised by providing backups and workings.
* Co-ordinate with other teams like AP & AR for their day-to-day operations and assist in resolving their queries and having control over the DTP by updating as per the TAT.
* Providing extensive training, KT session, support and guidance to the new team members
* Handling escalation mails which come from business and solving as per the SLA
* Having regular Interaction with Clients & Customers through mails or skype calls.
* Preparing the SLA trackers on monthly basis and submitting to business

**Process Associate – Accenture Service Pvt. LTD – (Feb’12 to Jun'14)**

**OTC (Cash and Banking)**

* Bank Statement downloaded from Bank sites.
* Receipt Identification as per the Bank statement
* Postings/Registration of Receipts
* Accounting the Payroll statement to cash book with the help of payroll team
* Matching the Cash Book (Oracle) and Bank Book
* Follow up with the Business on unaccounted receipts &payment and closed as per the SLA.
* Bank Reconciliations – Handling 95 accounts every month.
* Timely submission of data as per the client’s timeliness (Daily / Weekly & Monthly BAU reports)
* Sending the Cash Receipts reports & running the TA, Bank Statement, Partial match report, GL Posting Analysis report for weekly basis.
* Treasury Notification – notifying the receipt value to business which to more than 250K.
* Reverse Factoring account are maintained and accounted as per the SLA.

**Achievement @ Accenture BPS**

* Recognized with an award named “Deliver Excellence Award”.
* Recognized with an award named “PRAGATI” for the best idea in the Tower.
* Received Awards like Key contributor, Star of the quarter and Extra.
* Worked on the interface issue with clients and resolved 24M which is selected for green belt.

**EDUCATIONAL QUALIFICATION:**

**Academic Qualification:**

**2009-2011 Master of Business Administration (MBA - Finance)**

SBC Engineering College

Affiliated to Anna University

Chennai

**PERSONAL PROFILE:**

Father’s name : Ganesan.N

Date of Birth : 05 June 1989

Gender : Female

Marital Status : Single

Contact No : 8939873180

**Place: Chennai (Yogalakshmi.G)**

**Date:**