

AKILA RAMAMOORTHY

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Objective

To build career in a growing organization,where I get the opportunities to prove my abilities by accepting challenges,fulfilling the organizational goals thereby enriching my learning everyday and to succeed in a position where my capabilities can be explored for the growth of the organization.

Experience

- **CAPGEMINI TECHNOLOGY SERVICES**

01-06-2019 - Till Date

Process Associate with a total of 2+ Years of experience.

Work Experience

ICO Report-General Ledger

1. Primary task is to find the difference between the Accounts receivable /Accounts payable on monthly basis which occurs during Transaction between the companies.
2. During reconciliation,Finding errors in AP and AR Balance and take necessary actions to rectify the same in both the balances.
3. Correcting the reconciliation accounts based on timely recognition of problems and accurate identification of required adjustments.
4. Determining appropriate corrective action to take when faced with discrepancies after reviewing the general ledger monthly accounts.

Month End Book Closing

1. Finance activities related to month end book closing.
2. These activities include warranty calculation and posting , accrual posting, Bad debt posting and Depreciation.
3. Review Accounts payable records and reconcile all accounts.
4. Also,journal entries and review associated with the same.
5. Ensures all accounting data is organised,accurate and complete.

- **Rane TRW Steering Systems Pvt.Ltd**

01-09-17 - 09-01-19

FINANCE TRAINEE
Trainee in Finance

Roles And Responsibilities As Trainee

- **Invoice booking in SAP-Capex item**

Receiving invoices from material management department and processing the same in SAP with respect to respective Vendor Accounts

- **Make Payment for Capex item**

Usually,Capex will be raised for long term usage which includes Machinery purchase, NPD projects and services.After the payment request is received from Manufacturing engineering department,payment will be processed.

- **Capitalization**

For every month,closing period needs to be capitalized for fixed assets.If any machinery is purchased,Asset number will be created.Also,calculation of useful life,depreciation start period, method of depreciation will be done as part of Capitalization

- **Additional Budget allocation**

Apart from monthly budget,when request is made from other departments, Additional Budget allocation will be done.

- **Monthly budget allocation for all department**

Based on the request,allocation of monthly budgeted amount for all departments will be done .This is a monthly activity.

- **New budget category creation for capex and budget allocation.**

With respect to the project details from respective department,Creation of new budget category in SAP along with the details of Budget amount will be provided.

- **SAP View updation in capex**

Internal Orders will be created by MED department for Capex items.Thereafter,Budget amount will be provided for those internal Orders.

- **Daily Sales Data**

Based on volume of sales done by marketing department,Generation of respective daily sales data will be provided

- **Verification of freight Bills and make payment**

Based on trip rate or ton rate,payment of both purchase and sales will be done as per the agreement given by the Transport department.

Education

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|---|-----------|
| • Mcom
Seethalakshmi Ramaswami College,Trichy(Bharathidasan University)
7.33 GPA | 2015-2017 |
| • BCom(Applied Commerce)
Seethalakshmi Ramaswami College,Trichy(Bharathidasan University)
6.91 GPA | 2012-2015 |
| • Higher Secondary State Board
C.S.I Methodist Girl's Hr.Sec.School , Trichy
81.08% | 2012 |
| • SSLC
C.S.I Methodist Girl's Hr.Sec.School , Trichy
80.04% | 2010 |

Skills

- MS Office skills-Word,Excel
- Proficient in SAP ERP(Finance) Software skill
- Part time course-Studying ICMA Portal

Projects

- **Mcom Project**

Consumer Preference towards various soaps brand with special reference HINDUSTAN UNILEVER LIMITED in Tiruchirappalli

- **BCom Project**

Stress Management and coping strategy with reference to employees of TNPL Karur.

Language

- English-Read,write and speak
- Tamil-Read,write and speak

Areas Of Interest

- Cost Accounting
- Financial Accounting
- Marketing

Personal Details

- Date of Birth : 21/03/1995
- Marital Status : Single
- Nationality : Indian