LAKSHMI JAYARAJ

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**Experience Snapshot:** Finance professional with 8 years of experience in complete Accounts Receivables (includes Billing, Reconciliation, Aging, Collection and Cash application), Intercompany transactions, Project Accounting processes, VBA & Macros)

**WORK EXPERIENCE:**

**Name of the Organization: Arctern**

**Duration** : August 10th, 2011 to October 2015.

**Designation** : **Senior** **Billing Recon Analyst**

**Job Description:**

* + - Ensure accurate and timely customized invoicing (includes *PDF invoicing, Vendor Neutral, Self billed, Match & Attach, Special Bill, Web Bill*) to Volt’s customers in required format (Volt has around 105 different invoice formats).
    - **Reconciliation** of the assigned accounts on a weekly basis and working on resolving issues by coordinating with branch offices, corporate departments and other OAD’s as required.
    - Monitor **aging** for assigned accounts for successful & timely **collection**
    - Responsible to address outstanding invoices and collect payment from customer.
    - Ownership of accounts assigned for billing, aging, collection and cash-application.
    - Identify trends and recurring issues, if any, in customer billing and escalate as necessary for process improvements.
    - Resolve issues/concerns as they arise and on a proactive basis with in-house staff, branch, corporate and customers as needed.
    - Communicate with corporate departments, branches and customers as needed to improve processes, cash flow and customer requirements.
    - Participate in weekly AR close, monthly and year-end accrual process.
    - I have Successfully transitioned the customer *HYUNDAI, Adecco/Goodrich, Tapfin* from US to India and **recognized for reducing the billing time from 30 days to 5 days and clearing past due invoices of 91+.** I have also rigorously followed up with customer for the payment of past due invoices on major accounts like *Adecco, Goodrich, Tapfin, Texas instruments, Guidant* etc and was able to collect the payment for 120+ invoices and stabilized the invoicing process
    - Worked on Cash reports, aging, Weekly fall out reports and consolidated reports for Intercompany process.

**Name of the Organization: Outsource Partners International.**

**Duration** : March 18th, 2010 to August 2011.

**Designation** : **Senior Associate**

* + - I have immense knowledge in ***transition*** as I was part of the ***OPI*** *Transition team to travel to Kansas City, Missouri, US* between April to June and successfully transitioned HNTB client to India.
    - Transition involved preparation of all the **Quality Documents** to the Accounts Receivable billing process like SIPOC (Supplier, Input, Output, Customer), Process Map, Process Steps, Process manual, FMEA (Failure Mode Effective Analysis) and Desktop procedures. All the said documents were very well appreciated by our client and signed off successfully.
    - Challenge of Transition process was the process of conversion of billing process (using papers @ client location) into **paperless environment** @ OPI.
    - PSO Billing process includes timely and accurate invoice preparation of the HNTB Engineering & Construction projects using the Compensation language & Work Break Down Structure of the contract.
    - Has knowledge of the 6 different billing divisions and 36 different billing offices. Has guided the team members in understanding the exceptions of each job and hence to achieve the SLAs of 80% billing & 98% accuracy.
    - Has worked on causes, analysis and reporting of **Delinquent Billings**.

* + - **Weekly team meetings** in order to achieve targets of 80% Dollars invoiced in first 2 weeks of billing period, Maintain 98% accuracy and **Reduce DB’s by 10%.**

**Name of the Organization:** **ORACLE INDIA PVT LTD**

**Duration**  : 1 year and 8 months i.e. from 16/07/08 to 17/03/2010.

**Designation** : **Accounts Receivables Analyst -** forGlobal Finance Information Centre (GFIC)

**Job description** -

* + - Handling various activities relating to Accounts Receivables, which is a key component of **Order-to-Cash Process**. This includes preparation of invoices, credit Memos, debit Memos, deferred trade billing, etc., ensuring correct accounting on them. Besides these, overseeing invoices and credit memos created through various feeder systems for License, Support, Consulting, and Education.
    - Handling various month-end responsibilities which include preparation of intercompany transactions for various LOBs, working closely with the GL to ensure reconciliation of various intercompany accounts**, final closing of the accounts and submission of final license sales revenue figures to the Corporate.**
    - Reconciliation of accounts includes **Unbilled reconciliations and Intercompany reconciliations**
    - Handling **Oracle i-Receivables** **workflow alone for whole America Org.**

i-Receivables CM workflow is an automated channel of workflow transactions through which collections and customers can dispute invoices and will be processed by AR team.

**Duration**  : 1 year i.e. from 16/07/07 to 15/07/08.

**Designation** : **Project Accounting Analyst -** forGlobal Finance Information Centre (GFIC)

**Job description** -

* + - Project Set up and Maintenance.
    - Project Billing and costing
    - Run revenue and invoice interface report, work on Invoice and Revenue rejection issues.
    - Reconciliation of invoice and revenue.
    - Calculation of Percentage of Completion **(POC)** and generate revenue.
    - Part of UAT testing program for Project accounting globally.
    - Enter revenue and cost budget to analyze the business
    - **Borrowed and Lend process.**
    - Provide Training for new Joiners and help them to resolve complicated issues.
    - Daily reports like TAT Report, Backlog Report, SR prioritization, Work Allocation, Tracker and Utilization is being singly handled by me.
    - Experienced in monthly **MIS** reports.
    - Have prepared the **Global Project Accounting Exception Document** with **Macros.**
    - Better way of handling the issues and contacting operations team for the same.
    - Was the keep point of contact for **Global process related Policy documents** and links in Desk manual and **e-source.**
    - Handling weekly conference call with LOB for Funding related queries.
    - Works Break Down Structure and Distribution Rules
    - Revaluation process for Multicurrency projects
    - **Testing done for Project Accounting R12 & R12.1.1 globally.**
    - **Intercompany billing and costing**

**SKILLS SUMMARY:**

**Technical:**

* Oracle Financials 11i & R12, People Soft
* MS Office: EXCEL- V-look up, H-look up, Conditional formatting, Data Validation, Reporting, Pivot table, formatting style, formulas, shortcuts, advanced filter, charts, etc.,
* Diploma in Visual basic, MACROS
* POWERPOINT, ACCESS, WORD and OUTLOOK
* Specialist in ADOBE READER & WRITER PROFESSIONAL

**Soft Skills:**

* Quick Learner
* Passion for Excellence.
* Good analytical and communicational skills.
* Excellent Leadership skills.
* Excellent Interpersonal skills.
* Excellent Research Abilities
* Proven team player and worked well under deadlines and extreme pressure

**REWARDS AND RECOGNITION:**

* Has successfully completed **SIX SIGMA YELLOW BELT** in 2012.
* Has successfully completed CT1 exam from **Institute of Actuaries of India.**
* **Outstanding customer appreciation** award for Q3 2012 for successfully transitioning a new customer HYUNDAI and reducing the process time from 30 days to 5 days.
* Was awarded Cheers Champ award (Oct-2011) for learning the process very quickly and taking the ownership of accounts in a very short span of time in spite of being relatively new to the process.
* Was recognized for preparing cash report, Daily activity tracker, Pepsi & PDF Metrics report using **Macro**.
* Recognized for providing **process improvements idea in PDF processes** using many **PDF writer** options. This reduced the process time.
* Was awarded an **On the Spot award** for being dedicated, hardworking & excellent team player at OPI.
* Has got Overall Performance Rating **Exceeds** during Client **Managerial Evaluation by HNTB**
* Awarded as **BEST EMPLOYEE (YAR AWARD**) consecutively for three times in ORACLE INDIA PVT LTD.
* Awarded twice in **YUREKA IDEAS COMPETITION** -related to process improvement ideas for implementing highest number of ideas in the team both in 2008 & 2009.
* Secured **Ninth rank** for Bangalore University and First rank for college level in the under graduate course with the marks of **90%**(overall) in Vijaya Main College ( Bangalore)
* Worked in **IISC for a Chemistry Summer Programme** during Under graduation
* **Testing completed when Oracle Apps upgraded from R12 to R 12.1.1**
* Has Created **Excel Macro Global Project Accounting Exception Document** for the team and awarded for the same.

**ACADEMIC CREDENTIALS:**

* Business Management PGDBA fromIGNOU
* Bachelor degree in **Mathematics** –2004 -2007 – **90.2 % - 9th Rank at University Level.**
* Higher Secondary certificate in **PCMB-2002-2004 – 88%**
* High School in Dayananda Sagar English School **S.S.L.C 1999-2002. ---92.3%**
* Diploma in **Visual Basic(Macros)** from NICT.

**PERSONAL DETAILS:**

**Passport No.** : H9921557 with US B1 Visa (Expired)

**Marital Status** : Married.

**Place** : Bangalore