

## **VIJAYALAKSHMI.S**

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### **SUMMARY:**

- An ambitious and optimistic with over 3 Years and 5 months of hands on experience in the IT industry.
- Currently working as associate analyst in Access Automation Pvt Ltd.
- Tremendous problem solving skills, leadership qualities, strong analytical, organizational, multitasking, execution skills and presentation skills with ability to co-ordinate activities and interact with end users in a fast-paced team environment and ensure delivery within time frame.
- Magnificent verbal Communication, Strong experience interacting with clients, end-users, requirement gathering, understanding requirements, analyzing solutions. Ability to work in tight schedules, mentor and team player with strong aptitude towards interpersonal communication with ability to work in team and independently.

### **1. Adecco India Pvt Ltd**

**Data entry:(Jan 2015- oct 2015 )**

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

### **2. WIPRO LIMITED**

**Retainer :( Nov 2015- oct 2017 )**

**Role and responsibility; Travel and expense Administrator**

- prepares accounting department credit or debit adjustments to accounts as a result of billing inquiries
- maintains history files of billing inquiries and actions taken.
- maintains file of active and inactive customers who are billed through miscellaneous accounts receivable
- processes monthly miscellaneous toll charges and reconcile the miscellaneous toll invoice to confirm that all charges have been accounted for as well as work with accountant to contest charges.
- updates financial schedules and submit for inclusion in the financial and statistical report.
- Work closely with Project Manager and Telecom resources on migrating legacy Telco services to new products.
- Experience working with multiple vendors on large product and service migration projects
- . Work closely with other County business units to support their billing and service's needs
- Migrate all billing into one single accountable source for tracking, approving and payment for all County business units
- .Assist with developing a Cross Charge per phone/department/business solution.  
Work with the Telecom team and vendor (s) on validating usage of individual services and obtaining credits

### **3.HCL Technologies pvt Ltd**

**Travel desk analyst :( Nov 2017- Dec 2018 )**

Role and responsibility;

- promoting and marketing the business.
- dealing with customer queries and complaints.
- providing advice about visas or passports.
- recruiting, training and supervising staff.
- managing budgets.
- maintaining statistical and financial records.
- planning.
- selling holidays and insurance.

### **4. Access Automation Pvt Ltd**

**Associate analyst (Jan 2018 –May 2019)**

- Validating invoices against agreed commercials in contract and PO
- Validating and assisting in the contract and PO process
- Support the credit card program by facilitating employees to submit expenses for charges
- Serve as the purchasing card and credit card reconciliation tool administrator.
- Related administrative duties such as copying, filing and maintaining vendor accounts
- Ad hoc project including the documentations
- Managing internal and external audit
- Downloading the GL dumps from ERP
- Preparing the balance sheet schedule and reconciling with TB.

### **EDUCATIONALQUALIFICATION:**

- Pursuing ICWA -**2014**
- B.com from First grade college (Bangalore University) -**2013**
- PUC from First grade college (Bangalore University) -**2010**
- SSLC from William Richards High School -**2008**

Place: Bangalore  
Date

yours sincerely,  
S. VIJAYALAKSHMI

