

RESUME

KUMARAN T.M

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OBJECTIVE

To secure a challenging, full time position in Finance & Accounting Industry that offers professional growth while being resourceful, innovative and competitive.

To utilize my knowledge and skills in the best possible way for the fulfillment towards organizational goals.

ACADEMIC DETAILS

S.No	Degree	College / School	Year of passing
1.	M.B.A	University of Madras	2020
2.	B.C.A	Sree Muthu Kumaraswamy College	2015
3.	Higher Secondary	Grace Matriculation Higher Secondary School	2012
4.	10 th	Grace Matriculation Higher Secondary School	2010

EMPLOYMENT HISTORY

S.No	Organization Name	Role	Duration
1.	Cognizant Technology Solutions, Chennai	Senior Process Executive- Data	Jan-19 to till date
2.	Cognizant Technology Solutions, Chennai	Process Executive- Data	Jun-17 to Dec-18

ROLES, RESPONSIBILITIES AND SUMMARY

- Core member in both Accounts Payable and Accounts Receivable.
- Efficient email handling & communicate with the Onshore team.
- Experienced in working with multiple ERPs.

Nature of Job: Activities carried out include-

Vendor Maintenance- Accounts Payable:

- On-boarding the new suppliers in the ERP system and maintained AP files.
- Deep-dive research in validating the supplier supporting documents.
- Performed reference checks for new vendor applicants.
- Resolved & prioritized all vendor related issues and ensured consistent internal & external service excellence.
- Consulted with the branch employees to evaluate the needs and determine best options.
- Performed vendor audits and compliance reviews.
- Created & maintained customer history.
- Managed Activation & Deactivation of suppliers those who are not doing business more than 18 months.
- Creation of multiple report activities on-going basis. Involved in testing process for vendor setups in Oracle and Lawson system.
- Utilized MS Office suite & Share point to track the productions & communicate with the Onshore Personnel.
- Responsible for maintaining the Prompt service delivery of the Processes.

- Preparing Weekly/Monthly Metrics and discuss the same with the management and the Customers.
- Reconciliation of invoices to alter the existing discrepancies.
 - Invoice Processing in Accounts Payable Domain, Cross checking Invoices with PO & Invoice (2 way match) and reconciling invoices based on Price, Quantities, Tax etc.,
 - Vendor Correspondence through email support and via vendor official website. Dealing with vendors, solving their queries.
- Raising and rectifying the issues was a major role. Also helped other teams to sort the issues in processing and clarifying process related queries.
- Assisting the team members in all the daily activities performed and reporting the same to the management in absence of SME.

SSAR-Directs (Accounts Receivable):

- Keying Invoices after validating the required fields for processing.
- Processing the invoices for payment in the ERP tool.
- Responsible for maintaining the Prompt service delivery of the Processes.
- Preparing Weekly/Monthly Metrics and discuss the same with the management and the Customers.
- Responsible for Customer queries through e-mail on same day.
- Performing the critical task of investigating invoices and payment status.
- E-Pass query handling from vendor.
- 10 Day Letters analysis and processing.
- Reconciliation of invoices on quarterly basis or per client requirement.
- Responsible on sending invoices for scanning which we receive via email or e-Pass.
- Responsible of analyzing and processing of unpaid/skipped invoices on weekly basis or per client requirement.
- Assisting the team members in all the daily activities performed and reporting the same to the management in absence of SME.

ACHIEVEMENTS

- Being a part of team & completed three successful onshore project transitions.
- Developed an additional production tracker for the Team using VB macro & Implemented successfully in live.
- Received Unicorn award twice in a row for excellence in work.

CLIENT CALL HANDLING

- Customer call handling for background verification - Payment changes /any other requirements.
- Client call meetings and Web-ex calls on Weekly/Monthly basis.
- Attending Ad-hoc meetings arranged by Client/Customer teams.

ADDITIONAL ACTIVITIES PERFORMED

- Performed Quality checks within the project.
- Review Data report activities on preferred deadlines.
- Involved in multiple Ad-hoc projects per client requirements.
- Volunteered myself in different sub process when required.
- Volunteered myself in fun committee team.

KNOWLEDGE SKILLS

- Knowledge on activities in Accounts Payable and Accounts Receivables.
- Good understanding on financial accounting Study Protocol, Vendor creation & modification, Data Review, Data Validation and Data Management.
- Think & Implement logical ideas towards the business aspects.
- Team work, hardworking and focused.

- Visual Basics – Macros.

AREA OF INTEREST

- Interest to gain knowledge in complete end-end cycle in F&A.

KEY SKILLS

- Quick Learner
- Able to adapt to any work culture environment.
- Good communication skills
- Committed, focused, determined and dedicated to the work.

TECHNICAL SKILLS

- Languages : C, C++, and Java.
- Application Software : Microsoft Office, Visual Basic, ERP application.
- Platforms : MS-DOS, Windows.
- Web Applications : ASP, JavaScript.

PERSONAL DETAILS

- Name : Kumaran T M
- Father's Name : Murali Babu T C
- Date of Birth : 14-05-1994
- Sex : Male
- Marital status : Single
- Nationality : Indian
- Languages known : English, Tamil, Telugu

DECLARATION

I hereby declare that the above information given by me is true to the best of my knowledge and belief. If given an opportunity to work in your esteemed concern, I assure to put in the best of my efforts to the entire satisfaction.

Date:

Signature

Place: Chennai

(Kumaran T M)