

Summary

Area of experience:

Accounting- AP
Cost accounts
Advanced Excel
Email writing skills
MS Office

- Experience in accounts Payable
- Experience in reconciliation of general ledger
- Experience in cost accounting – inventory management
- Accounts related MIS reports
- Presentation skills
- In depth Analysis of invoices.
- Preparing minutes of meetings
- Determined, focused and adaptable

Highlights

- Intense collaboration with subordinate teams to getting things done.
- Titan award for reducing overdue items and Debit balance.
- PAT ON BACK award for reducing double payment errors.
- Appreciation for skilful working during month end supports.

Experience

SUBJECT MATTER EXPERT- (Accounts payable), Cognizant (March 2021 - present)

- Preparation of vendor outstanding statements on weekly basis and analyzing the same to give adequate and necessary payment suggestions.
- Verifying the payment blocks and taking necessary plan of action to make the vendor payment smoothly.
- Dealing with cost recovery by raising necessary credit notes to the suppliers.
- Handling with prepaid expenses analysis and reversing the entries for each month.
- Corresponding with vendors and respond to queries effectively.
- Creating provisions for various expenses on monthly basis.
- Handling invoice processing team to ensure on time payment to supplier.
- Responsible for clearing the debit balance in vendor account.

- Research of invoice discrepancies and resolving the same within stipulated time.
- Validation of Invoices which are in hold due to price and quantity discrepancy
- Generation of weekly hold reports and allocated the same to the users for release

***Associate Financial Analyst (Accounts payable), Flex Global Share Services
(March 2014 -Dec 2020)***

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- Creating provisions for various expenses on monthly basis.
- Handling invoice processing team to ensure on time payment to supplier.
- Responsible for clearing the debit balance in vendor account.
- Research of invoice discrepancies and resolving the same within stipulated time.
- Bank Reconciliation.
- Sox Compliance Reconciliation.
- Intercompany Reconciliation
- Validation of Invoices which are in hold due to price and quantity discrepancy
- Generation of weekly hold reports and allocated the same to the users for release

***Coordinator (Accounts Reconciliation Process), First Source Ltd
(Dec2012 to Mar2014)***

- Reconciliation of Bank statement with available receipt statements line items.
- Preparation of Vendor Reconciliation statement on monthly basis
- Handling Vendor payment based on Purchase order.
- Preparation of TDS reports on monthly basis.
- Preparation of Prepaid expenses Workings on month end.
- Preparation of Provision Workings on month end.
- Preparation of Receivable and Payable reports on weekly basis
- Preparation Service Tax payment on monthly basis
- Handling TDS Receivable
- Dealing with cost recovery by raising necessary credit notes to the suppliers.
- Helping them in reconciling the Unapplied/Unclaimed Cash items.

- Month End activities involve analyzing the Open PO items and providing an explanation for them. This acts as an Integrity check and helps find out the cash saving

Education

- M.B.A(Finance) - Dec 2013
- B.Com – May 2007

Computer Acquaintance:

- S4HANA
- SAP
- MS Excel, MS Power Point, ERP (BAAN), Outlook Soft, Tally 9.0
- EZPAY
- CONCUR
- Baan

Personal

Name : R.Vignesh
Father Name : K. Radhakrishnan
Marital Status : Married
Nationality : Indian
Religion : Christian
Date of Birth : 13/09/1986
Languages Known : Tamil, English

Declaration:

I hereby declare that the details furnished by me are true to the best of my knowledge.

Place : Chennai

Date :

R. Vignesh