

V MythilyRajendran

Senior Finance Executive



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Competent Senior Process Associate offering 9 years of experience that includes General Banking, Retail Banking, Accounts payable process. To work in a challenging assignment in the area of Banking and Finance sectors, where I can apply my knowledge, acquire my skills and build a successful career there by contributing to the organizations growth and profitability



Skills

Team handling

Accounts payable expertise

Bank account reconciliation in SAP

Vendor Payments in European payment systems

Invoice Processing in SAP

Customer Account maintenance

Customer Account opening

Handling of custody accounts

Financial Planning and Analysis

Outstanding time management skills

Customer relationship management

Flexible & Adaptable

Planning and Coordination



Work History

2015-01 - Current

Senior Finance Executive

Tata Consulting Services, Chennai, TamilNadu

Process Domain: Banking General (Reconciliation Specialist) 2020 to 2021

- Performing Monthly Bank Reconciliations using data from SAP ERP and Blackline system.
- Analysing open items and passing necessary Journal entries whichever applicable and contacting respective teams to get the open items actioned.
- Preparation of monthly accruals, fund transfer Journals.
- Having discussion with controllers to ensure smooth month end and deadlines are met.

Process Domain: Retail Banking (Accounts and Customers - SME) 2015 to 2019

- Performed data entry operations to update database with customer responses.
- Verification of identification documents, Court Order, Request form to perform request from customers
- Handled Custody accounts and performing requests from custodian.
- Participated in special projects upon request from department manager.
- Performed quality assurance checks on transactions and accounting actions. Supervised team of 42 accounting associates, answered questions and resolved issues efficiently.
- Identified modifications to processes and procedures which had promote better efficiency.

2012-08 - 2014-10

Finance Executive

Hewlett Packard, Chennai,

- Trained and mentored new team members on accounts payable systems.
- Verified accuracy of accounts payable payments.
- Generated accounts payable reports for management review to aid in financial and business decision making.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Reviewed vendor invoices for appropriate documentation and validity prior to payment.
- Processing all type of Invoices (Purchase Order & Non Purchase and Freight) in the SAP ERP environment (Accounts Payable).
- Paying vendor invoices and performed payment run in all forms of payment method in European region such as BACS, CHAPS, SEPA and ensured SLA
- Assign daily task to every individual in my team during the absence of my Team Leader.
- Preparing payment SLA's, Potential Duplicate reports.
- Handling all the emails activities related to payments, escalations and queries from clients.

- Preparing GRNI Report, Debit Balance report, Cash Book Reconciliation.

2010-08 - 2011-10

Customer Care Executive

Hinduja Global Solutions, Chennai, TamilNadu

- Coordinated timely responses to online customer communication and resolved complex issues.
- Responded to customer inquiries and concerns within set deadlines.
- Resolved problems, improved operations and provided exceptional service.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Proved successful working with fast-paced atmosphere.



Education

2009-07 - 2011-08

MBA: Finance

Madras University - Chennai

2006-06 - 2009-07

Bachelor of Arts: Commerce And Accounts

ChellammalWomens College - Chennai



Accomplishments

- Collaborated with team for process improvement ideas and gave best possible suggestions
- Acted SME for the 42 member team and
- Supervised entire shift population which is more than 50 FTE.
- Have been a part in a project for FTE reduction and helped higher management for better understanding of process and risks involved.



Technical Skills

- **Software Skills :**

MS office

SAP ERP - Accounts payable and Reconciliation

Blackline system

Delbhoomi system

CentraleToepassigen

BCDB

Oracle



Languages

Tamil

English



Certifications

Awarded multiple Start Performer awards

Multiple on the spot ovation awards

I hereby declare that all the facts given above are true and correct to the best of my knowledge

Date :

Place: Chennai

Name: Mythily