

RESUME

VIDHYA P

**NO 18, POORANANURU STREET,
CHITTLAPAKKAM,
CHENNAI-600064**

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PROFESSIONAL SUMMARY:

- Highly organized and independent: able to effectively coordinate tasks to accomplish process with timeliness and creativity.
- Strongly meeting planning and facilitations skills: able to communicate effectively with all organizational levels, build relationships of trust and enlist the participation of team members.

WORK EXPERIENCE

Accenture Solutions PVT LTD – Chennai, India

2017 Dec – present

I have been working for Finance & Account team in **Accenture Solutions PVT LTD** since, Dec 2017, having a total experience of 3.7 years.

Accenture Solutions PVT LTD

- Handle Accounts payable process for the Asia country.
- Validating and processing the invoices
- Supplier statement reconciliation will be prepared on monthly basis.
- Preparing Journals and Accruals for unbilled costs.
- Preparing balance sheet reconciliation to know the business situations.
- Preparing Inventory on monthly basis
- Preparing flash report on month end.
- Preparing Cash forecast on supplier basis in Euro Currency.
- Analyzing forecast and spent report
- Responsibility to approve the payment call logs on weekly basis.
- Handling Yearly Audit queries
- Handling Day-to-Day client queries and following up with supplier for missing invoices.
- Using application are Oracle, Lotus note, TIV.

AWARDS & ACHIEVEMENT :

- Got an appreciation from the client for receiving the credit from the supplier
- Received business encore award for best performance in the team
- Received business star award for top performance in the team

ACADEMIC QUALIFICATION :

- Bachelor of Commerce (B. Com) in Prince Shri Venkateshwara Arts & Science College (2014–2017), Chennai with 70 aggregate
- Higher Secondary Education (2012-2014) in J.G.N Hr. Sec School, in Chennai with 83 aggregate
- Secondary School Education (2011-2012) in Sri Aiya Swami Aiyar Hr. School, in Chennai with 69 aggregate.

PERSONAL PROFILE:

Father's Name	: Pandian A
Mother's Name	: Kala P
Nationality	: Indian
Religion	: Hindu
Sex	: Female
Date of Birth	: 02-07-1997
Languages Known	: English and Tamil
Type writing	: Higher Grade
MS Office	: MS Excel, MS Word, MS Power Point

Declaration:

I hereby declare that all the above Information is true to the best of my knowledge And I can assure you that I will put forth all possible efforts to cope up the challenges in your esteemed Organization

DATE:

Yours Sincerely

PLACE: **Chennai**

Vidhya P

