

Senthil Kumar Janarthanam



Contact

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Languages

English

Tamil

Hobbies

- Listening to Music
- Sports
- Photography
- Volunteering and community involvement

Assistant Manager – F&A Operations

SUMMARY:

*A competent professional with over **15 years** of experience in Finance and Accounts, ability in handling various stages of transition activities, ability to analyze client and business requirements, develop compelling business cases and translate the business needs into clear project objectives and outcomes.*

PROFILE HIGHLIGHTS:

- Astute and competent professional with a rich professional experience of **15 years** across the Financial Sector, currently working as an **Assistant Manager** with **Flsmidth India Private Ltd.** Previously worked as **Senior Process Analyst (Microsoft Operation)** with **Accenture Services**.
- Out of 15 years of experience, 10 years part of P2P operation. 3 years part of R2R and 2 years part of Control and Compliance.
- Part of **6** successful **Transition** and **2 Transformation** projects.
- Exposure in handling APAC, EMEA and NAMER clients.
- Involved in automation process for P2P and R2R process.
- Improve sharing and development of best- Practices across F&A operation.
- Skilled Manager with proven people management and multi-tasking abilities; adept at reviewing & interpreting the competition & market information to fine-tune strategies whilst identifying prospective clients, generating business from new accounts, and developing them to achieve consistent profitability and enhance revenue.
- Excellent Client Relationship Management skills, with the ability to conceive profitable and efficient solutions utilizing technology.

CORE COMPETENCIES:

Operation Management

Transition Management

Relationship Management

Training & Development

Month End Closure

Process Improvement

Procure to Pay

Controls & Compliances

PROFESSIONAL EXPERIENCE:

FLSMIDTH INDIA PRIVATE LTD

Nov-2014- Till now

(Assistant Manager)

Key Accountabilities: (P2P-Operation-Shared Services)

- Expertise in preparing and scrutinizing MIS Report for monitoring movement of key business indicators to facilitate decision making by higher management and fruitful dissemination of information for the entire Project.
- Manage day-to-day operations of different AP areas including PO and Non-PO invoice processing, Vendor Query Handling, Internal & External Clients, Payment Processing, GRNI review and analysis, Quality Audit, Month End close and reporting for 6 different Countries pertaining to Europe & US Region.
- Allocation of daily jobs and workloads to the team, Conduct team huddle regularly and discuss open issues and updates received from clients
- Handles all direct employee personnel issues and processes (where applicable), including performance management and coaching, appraisal processes, development planning, and succession planning /career suggestion. Provides significant input into associates' performance evaluations
- Research, recommend, and implement process and procedural improvements by coordinating with management, team members, internal, and external customers
- Spearheading efforts across managing and monitoring the performance of a team; proficiently identifying and implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members.
- Strategically motivating and encouraging team member to ensure maximum output from them, rating them as per their performance on half yearly basis and accordingly nominated their name for the performance award for motivation.
- Entrusted with the responsibility of preparing the Job, Shift and Transport Roaster for the team members.
- Successfully and tactfully handling and managing escalation emails from the Client; also looking after conference call with clients regarding performance on weekly/monthly basis.
- Establishing and using service level and response time objectives while planning and managing the service-level quality using the real-time management skills; maintaining the Service Level Agreement always in Green.
- Review of Bank reconciliation statement and follow up on Open item.
- Handling HFM queries and analysing the validations between HFM vs
- Review of AR/AP Vs GL reconciliations. (Sub Ledger Vs General Ledger).
- Monthly Trial balance review for P&L and B/S accounts.
- Journal entries are independently reviewed, validated, authorized, and properly recorded in the appropriate accounting period.
- All intercompany transactions and balances are identified, reconciled, and appropriately eliminated in consolidation in the appropriate accounting period.
- Coordinating with external / internal auditor and providing the support.

PROJECTS HANDLED/ AUTOMATION

- Payment on-time project/ Working capital
- Process functionalizing -Invoice interfacing to Indexing tool.
- Automation of PO invoice Processing
- Power BI deployment for AP Dashboard
- RPA implemented for Invoicing
- IC auto approval i.e without approval.
- GRNI cleansing / Debit Balance cleansing/On Hold Invoices clearing.

Onsite / Notable Accomplishments:

- Successfully completed 2 Knowledge Transfer (Transition) for P2P & R2R process in **Mexico**, carried out Reverse Knowledge Transfer to the team
- Involved in two **USA** entities merger.

COMPUTER SCIENCES CORPORATION (CSC)

April 2013 – Nov-2014

(Senior Executive Finance Analyst)

Key Accountabilities: (Internal controls-Shared service)

- Performing Quality check for Journal Entries and Reconciliation.
- Preparing Monthly checklist to control and track the JE's with 100% completion and accuracy
- Complete ownership of the departments SLAs and KPIs.
- Doing internal audit for JE's and reconciliation samples with 100% and reporting to SOX team.
- Participating client conference calls effectively and meets their expectations with process improvements.
- Training thru teleconference with SME for new client account addition.
- Coordinating with external / internal auditor and providing the support.

Onsite / Notable Accomplishments:

- Involved in Transformation project to bring 40 clients from USA to Chennai Shared service thru Weblink.

ACCENTURE SERVICES PVT LTD

May 2007 – April 2013

Senior Process Analyst (Microsoft Operation)

Key Accountabilities: (P2P Operation- Third Party outsourcing)

- Preparing Desktop procedures for new process-amending the existing process and getting sign off from Global process owners both side (Accenture/Microsoft.)
- Manage day-to-day operations of different AP areas including PO and Non-PO invoice processing, Vendor Master File, Internal & External Clients, Vendor Relations, Payment processing to suppliers, , Month End close and reporting and Travel & Expenditure.
- Monthly reconciliation of AP general ledger accounts and made recommendations for AP accruals and justification provided with back up for all aged items
- Strengthened company's vendor/supplier's relations by continuously corresponding with vendors via phone, email or written communication
- Timely disbursement of Vendor and Employee payments, handling of payment rejections, Intercompany Payments, Working on Prepayments and Un reconciled items.
- Batch payments to supplier on weekly basis. Ad hoc payments based on request.
- Handling end to end Employee related queries for 7 Microsoft Subsidies.
- Client tool administration manager for 30 subs. Handling IT and tools issues.
- Attending of monthly SLA report review call and Quarterly Business review meeting.
- Handling team in the absence of team lead and supporting to team lead.
- Tester for client tools on quarterly basis.
- Analyzing the reports generated from SAP on weekly basis for documents paid within terms and late payment. Handling approval issues and payment failure.
- Responsible for granting access to users for client tools as per SOX Compliance.
- New & Amendments to Vendor records based upon legal supporting from Vendors and proper approval from procurement. .
- Re-activation and De-activation of Vendor master accounts as per business requirements.
- Quarterly Vendor clean-up process.
- Coordinating with external / internal auditor and providing the support.
- Determined training needs, identified training gaps & conducted programs to new joiners.

Key Accountabilities: (Controls Analyst -SOX auditing- Third Party outsourcing)

- Providing process improvement suggestion to Operation team and helping to implement the same.
- SOX testing for Accounts Payable and Record operation on Accuracy, Timeliness and Completeness guidelines based on Sec404 Management assessment of internal controls.
- Validity of the personnel with access to high risk roles in MS Tools audit. -P2P
- Reconciliation of vendor data new and changed with supportive documentation.
- Accounts Payable Bank Accounts timeliness in resolving reconciling aged items in 90 days audit. -GL
- Approval on File (AOF) invoice audit for appropriate authorization. Validating AP personnel process invoices using AOF only after verifying approval to email to ensure appropriate authorization -Invoicing

- Review of SOD conflicts for MS Invoice, SAP AP roles and Global Bank – Quarterly control performed by Compliance Analyst-P2P
- Auditing vendor accounts for items greater than 90 days over \$25000, all debit balances over \$25000, resolution action taken by 18 day-Invoicing.
- Payment validation for manual payments prior final payment release. For payment validation, SAP payment data is compared to the payment data recorded/created on Online Global Bank input tool (e.g. Citi Direct) or payment created on the manual checks. -Disbursement
- Auditing two levels of payment's authorization over \$1M USD initiated in Citi direct -Disbursement.
- Reporting monthly SOX failures and consolidating the all testing workbooks.
- Travel and Expenses (T&E) audit for Microsoft employees expense claims.
- Unclaimed property research for US subsidiaries.
- Coordination with SAS70 team for deal requirements for process DTP's are placed and signed off on time.
- Validating Journal entries were reviewed prior to WD10 and the reviewer was qualified and independent. Amounts agree to supporting documentation, as appropriate. Reasonableness of calculations, judgments and estimates. Review the underlying workings of supporting spreadsheets to ensure that the logic and formula are appropriate and are functioning as expected. (J1)-GL

Onsite/Notable Accomplishments:

- Successfully completed 4 Knowledge Transfer (Transition) for Accounts Payable process and SOX controls in **Dublin, Ireland; Fargo, USA; Hague, Netherlands and Delhi, India** carried out Reverse Knowledge Transfer for the above process to Accenture Team.
- Successfully completed 2 Transformation projects from USA & Dalian team.
- In recognition of professional excellence, bestowed with Good Samaritan for Project Stabilize from the Management; also bagged the SPOT Award and BPO Summit award (Aptitude) from the Management.
- Recipient of Life Saver Award from the Management.
- Recognized by Management and rated as 'Exceeding Expectation Plus'.

GE MONEY FINANCIAL SERVICES LTD.

Feb-2006 - May 2007

Junior Accountant (Operations)

Key Accountabilities: (P2P-Operation-Shared Services)

- Daily T T Payments (Telegraphic Transfer) to all locations in India.
- Funding to Inventory, Reverse, Lease, Payable shop as per request.
- Preparation of Bank Reconciliation Statement – Centralized Accounts (Disbursement Reconciliation & Collection Reconciliation), Co-ordinating with HO and Locations for all branches throughout India, nearly 87 Branches – 135 Accounts.
- Process refund for Excess payment.
- Co-coordinating with Locations & Resolved the Open Items.

Notable Accomplishments:

- Recognized by Management and bagged 'Best performer' Quarterly award.

ACADEMIC & PROFESSIONAL CREDENTIALS

Master of Commerce -2003 to 2005 : Pachaiyappa's college, Chennai-University of Madras.

Technical Proficiency:

SAP 7.10, Oracle cloud 12, Tally, JD Edwards, DMS,ProcessIT/VerifyIT and Microsoft Tools.

Completed courses: Ms-Office, DCA, HDCA, Tally

Typewriting: Higher Grade in English.

PERSONAL INFORMATION

Date of Birth: 18 May 1982 ; **Marital status:** Married ; **USA B1/B2 visa** expires 2030; **References:** Available on request.

DECLARATION

I hereby declare all the details furnished above are correct and true to the best of my knowledge and belief.

Place: Chennai

Date:

Yours Truly,
SENTHIL KUMAR JANARTHANAM