

CURRICULUM VITAE

New no: 5/9 East mada Street (Ext.),
Villivakkam,
Chennai – 600049.

I. Jaison Kulandhai Raja

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CARRIER OBJECTIVE:

Seeking assignments in Business Analysis/ Process Migration & Enhancement/ Team Management / Client servicing with an organization of repute in the ITES Sector

SKILL SET

Accounts payables:

- Automatic & Manual payment processing
- Accounts Payables - Invoice processing
- AP –Time & Expense claims Processing

Vendor Master

- Vendor Master Creation & Legacy process
- Supplier query handling & calls
- MIS reporting
- Client Value Creation Focus
- OPEX Documentation

QUALIFICATIONS:

COURESE	DATES ATTENDED	COLLEGE / SCHOOL
B.COM (Bank Management)	April' 11	Pachaiyappa's college - Chennai - 30
HSC	March'08	Our lady of velanganni Matriculation & Higher secondary school - Chennai - 49
SSLC	March'05	Sri V.Batchareddy high school - Chennai - 49

Work Experience:

Organization: Accenture Services

Vertical : Vendor Management / Accounts Payables

Designation : Senior Process Associate (Subject Matter Expert)

Tenure : **Sudharsan & co (OFFICE EXECUTIVE)** 1 Yr & 3 Months (June 21st 2012 to Sep 11th 2013)

: **Accenture Services (Senior Process Associate)** 4 Yrs & 9 Months (April 2nd 2014 to Jan 5th 2019)

: **Access healthcare (Client partner)** 8 months (Dec 2019 to till date)

Significant Achievements:

Have handled process migration into new ERP and created documentation.

Have been awarded with several monthly & Quarterly awards from Accenture both offshore & onshore clients.

Accounts Payables:

Key Responsibilities

- Responsible for Invoice Processing.
- Working on Supplier ledgers and handling calls up to supplier satisfaction.
- Auditing the invoices & expense reports.
- Reconciliation of statements and allocation.
- Interact with clients on a regular basis.
- Conduct quality checks for accuracy.
- Ensure compliance with all requirements of the Company Policy.
- Responsible for doing Root cause analysis for any issues and should give feedback to responsible parties.
- Assist team members with complex query resolution.
- Driving and ensuring all company related initiatives are completed on time.
- Automatic and Manual payment processed within SLA.
- Intercompany transactions and month end confirmations are done within deadlines.

Accounts Receivables,

Key Responsibilities:

- Creating new supplier & amending the request as per supplier request.
- Handling payment mode change.
- Responsible for maintenance of reports and Annual certifications.
- Negotiating the currency rates with Bankers for Buying & Selling.
- Preparing monthly SLA & OPC.
- Interact with client & Suppliers on a regular basis.
- Updating Daily MIS and Production data to the Management.
- Conduct quality checks for accuracy.

Associate/ Sr. Associate Accounts Receivable (AR Caller / AR Calling)

Key Responsibilities:

- Reviews the work order
- Follow-up with insurance carriers for claim status
- Follow-up with insurance carriers to check status of outstanding claims
- Receive payment information if the claims has been processed
- Analyze claims in case of rejections
- Ensure deliverables adhere to quality standards

SOFTWARE KNOWN:

- **SAP, JDE, SAGE.**
- **Tally ERP9**
- **MS Office**

PERSONAL PROFILE:

Father's name	:	K. Irudaya Arul Joseph
Nationality	:	INDIAN
Religion	:	Christian
Date of birth	:	08.03.1990
Civil status	:	Male, Married
Languages known	:	Tamil and English

Declaration

I hereby solemnly declare that all the statements made in the above resume are true and correct to the best of my knowledge and belief.

Place: CHENNAI

Yours truly,

Date:

I. Jaison Kulandhai Raja