

### PROFESSIONAL OBJECTIVE

To be in a challenging position where I can utilize my skills and I can put forth my best for the personal and organizational efficiencies.

### KEY SOFT SKILL

- Y Ability to grasp information quickly and efficiently.
- Y Strong ability to meet deadlines.
- Y A good developer in terms of training new joiners and team relationship.
- Y Ability to simultaneously handle multiple tasks on priority.

### WORK EXPERIENCE

**Organization:** Maersk global service center .  
**Designation:** ANALYST (Job level-2).  
**Department:** P2P Accounts payable.  
**Duration:** SEPTEMBER 2017 to Till Date.

**Organization:** L & T Financial Services.  
**Designation:** Senior Executive - Underwriter  
**Department:** Credit and Risk.  
**Duration:** JANUARY 2016 to SEPTEMBER 2017

#### **Skill set:**

- Y Projecting the ideas for improvement on the portal and driving it for completion.
- Y Processing invoices utility and T&E claims (With SLA) payments to the vendors.
- Y Involved in the quality check for the processed invoices which is ready for payment.
- Y Handling incoming calls for vendor inquires and resolve discrepancies.
- Y Responsible for creation of manual PO in-case of missing, Invalid PO for processing the invoices and creation of Advance PO specifically requested from vendor.
- Y Handling debit balance invoices and processing the invoices against the debit balance payments.
- Y Responsible for Invoice reconciliation to identify mismatch between scanning tool and SAP and ensuring all the invoices which are scanned in scanning tool that available in SAP
- Y Regular follow up with clients for chase up for statements, invoice copies and requesting for refund or credit copies if requires.
- Y Training and mentoring new associates to the team and make them as expertise area.
- Y Handling payables, receivables, and petty cash in tally.

## TECHNICAL SKILLS

- Y MS office..
- Y SAP.

## ACADEMIC QUALIFICATION

- Y Masters in Business Administration ( Finance & Marketing ), ASAN INSTITUTE OF MANAGEMENT (2016) Percentage 74%.
- Y Bachelor's in commerce, ASAN MEMORIAL COLLEGE OF ARTS & SCIENCE, (2014) Percentage 60%.
- Y Higher secondary, ZION Mat hr. sec. school, Chennai (2011) Percentage 65%.

**Name** : A. JAI GIRISH

**Date of birth** : 09-02-1994

**Languages known** : English, Tamil (Read, Write and Speak)

**Mother Tongue** : Tamil

**Permanent Address** : 7/8, Bharathi Street, MMDA Nagar,  
Chitlapakkam. Chennai - 600064

### Declaration:

I hereby declare that all the information placed above is true to the best of my knowledge and belief.

**Date:**

**Place:**

**A. Jai Girish**