

RESUME

No: 67, GuruMahavishnu Apartment
Hindu colony, Nanganallur - 61
[Mobile: 9791020198 / 9791040196](tel:9791020198)
sailakshmi_118@yahoo.co.in

S.Ramalakshmi (DOB: 18/01/1983)

Objective

Seeking a good opportunity in an organization which will require me to utilize my skills, abilities and experience.

Educational Qualification

10th Std

School : SHN Ethel Harvey Girls HSS, Sattur. Virudhunagar Dist.,
Percentage : 77.4%
Passed on : May 1998

12th Std

School : SHN Ethel Harvey Girls HSS, Sattur. Virudhunagar Dist.,
Percentage : 84.5%
Passed on : May 2000

Bachelor of Commerce (B.Com) Regular

Institution : Sri Ramasamy Naidu College, Sattur, belongs to MK University.
Percentage : 65%
Passed on : Jun 2003

Master of Commerce (M.Com) Regular

Institution : Sri Ramasamy Naidu College, Sattur, belongs to MK University.
Percentage : 73%
Passed on : Jun 2005

Practical Experience / Period of Work

Volex Interconnect India Pvt ltd. (MNC)
Accounts Assistant,
Neelankarai, Chennai-41.
(Jan 06 to Mar 07)

Accenture Services India Pvt ltd. (MNC)
Senior Process Associate,
Sholinganallur, Chennai-119
(Mar 2007 to Oct 2009)

Skills

- Dedicated, innovative, self – motivated team player and quick learner.

- Strong communication, interpersonal, creative and organizational skills.
- Proactive, motivated, goal- oriented problem solver. Quickly absorb and retain new information and procedures.
- Skilled in maintaining excellent relationships with senior manager team members.
- Produce quality work even under extreme time pressure and deadlines.

Employment History

Company : Vollex Interconnect India Pvt ltd. (MNC)

Designation : Accounts Assistant

Roles and Responsibilities:

Responsible for preparing daily metrics for management reference
 Processing high priority invoices which should be paid immediately
 Analysis of Cash Forecast
 Responsible for sending Month End Reports to Management
 Resolving Dispute invoices
 Handling queries from Reconciliation
 Responsible for sending Statement to suppliers.
 Handling queries from Vendors.
 Maintenance & Reporting of Ledger Accounts (Advance,Prepayment,Staff Loan)
 Preparation of Bank reconciliation statement.

Company : Accenture Services India Pvt ltd. (MNC)

Designation : Senior Processor in Accounts

Roles and Responsibilities:

Preparing Cash flow forecasting on a weekly basis.
 Handling AP Month close activities.
 To ensure error free work with no Operation loss.
 Reconcile the supplier statements.
 Invoice processing.
 Query Handling & Resolve the same with in 2 days.
 Responsible for preparing daily metrics for management reference.
 Preparing focus report charts
 Handling payment run.
 Preparing Cash flow forecasting on a weekly basis
 Resolving Dispute invoices
 Handling mothend Accruals.

Certification Course

- **Diploma in Practical Accounting and Taxation.**

Institution: SRNM College, Sattur.

➤ **Tally 6.3**

Institution: CSC Computer Education, Sattur.

➤ **Post Graduate Diploma in Computer Application (PGDCA)**

Institution: MVM InfoTech, Sattur.

Languages Known

- Tamil
- English
- Telugu

Personal Details

Marital Status	: Married
Current Position	: Home Maker
Kids	: 1 Boy (Studying 4 th std) & 1 Girl (Studying 3 rd std)
Huppy	: Associate Consultant, HCL Technology, Sholingnallur.
Nationality	: Indian
Religion	: Hindu
Caste	: OC – Telugu Brahmin

Declaration

I hereby declare that the above specified information's are correct to my knowledge.

Thanking you,

SIGNATURE