**Jaya Prabhu P**

**Contact No. :** +91 9741709400 **/ E-Mail:**  jayaprabhu\_tirupur@yahoo.co.in



**Synopsis**

Process Lead and Analyst with overall experience of 7.3 years, having in-depth knowledge and experience in R2R Operations, Process Management, MIS Reporting and Process Development.

**Career Objective**



To work within an organization offering dynamic professional environment which will help me to achieve the goals of the organization and simultaneously enhance my skills and knowledge

**Core Competencies**



- MIS Reporting - R2R Operation - Treasury Accounting - Transitions

- Metrics Analysis - Team Management - Continuous Improvement -MS Excel & PowerPoint

**Experience Summary**



**MIS reporting Analyst in Capgemini from 2013 Aug to till date (2.1Years)**

* **Profile Summary**: MIS Reporting Analyst in Delivery Excellence team. Preparation and Maintenance of the Metrics and SLA Monthly basis. Ensure all deliverables (Daily, Weekly & Monthly MIS Reports & Dashboard) are prepared.

* Responsible to deliver accurate KPI and SLA for R2R process.
* Extract raw data from various data repositories like SAP, Trintech etc, and Analyze and post the files on a daily, weekly and monthly basis.
* Handling multiple reports, working with formulae, pivot tables & pivot charts, and various other excel sheet components for accurate data.
* Proficient in MS Excel (Hlookup, Vlookup, lookup, Pivot Table & PivotTable Chart, Charts, data validation & If conditions)
* Preparing advanced presentation in MS PowerPoint to present MIS & other related important reports
* Prepare scorecards and dashboards for R2R process.
* Monitoring and analyzing the weekly bank reconciliation open items and IC overdue invoices.
* Responsible for reporting the metrics for Asia & Africa region and Latin America region.
* Preparing Ad-hoc reports when management required
* Preparing Service Delivery Management Committee (Governance Meeting) Deck in presentation format.
* Presentation for updating management on various trends of Metrics/SLA.
* Providing interpretation/commentaries for metrics which are not achieved the defined target.
* Worked on various projects like Business Process Improvements and Head count reduction to improve productivity.
* Preparing Loss tree analysis.
* Identified Automation Opportunities and interacted with concerned teams to create automated tools.
* Presenting the dashboard to the client on monthly basis
* Develops appropriate methodologies for collecting, analyzing, and presenting data.
* Efficient management of Generic Mail Box and timely resolution of requests & queries.
* Preparation, validation and periodic update of process documents (DTPs) as and when required
* Handled transition of new reports.
* Managing the Issue logs and reviews the root cause analysis of errors (if any) and arrive at corrective action.
* Working with senior management team to ensure that the SLA’s for the process are being met without any penalty

**Process Lead (Grade F4) in Hewlett Packard – (Treasury Operation) from 2009 Apr-2013 July (4.4 Years)**

* Responsible to manage US treasury operation team.
* Handling a team size of 5 members
* Handled HP’s head quarters corporate accounts.
* Validation and approval of JV’s uploaded into SAP.
* Reconcile Bank, Cash-pool, Investment and IC Loan accounts
* Review accounts during month close
* Measure and ensure the completion of the Month End Activities for the team.
* Review of Liability, Expense’s and debt roll forwards for HP classics and HPFS.
* Report interest expense & cash flow to EFR (Enterprise financial representative)
* Conduct customer review call
* Awareness to Team on impact of changes to AFM topics
* Train new recruits on processes and monitor their progress.
* Quality Coordinator - Tracking the errors, providing corrective actions and Process Improvement contributions.
* Responsible for preparing Head count utilization and Key Performance Indicators reports for the team on a monthly basis.
* Handle E&Y Audit Queries
* Auditing the team work on daily basis.

**Billing Associate in Accenture – (Order Management) from 2008 May-2009 Jan (8 months)**

* Review and Approvals of Billing Contracts with Revenue and Billing orders for US region.
* Processing sales orders by seeing to it that orders fulfills all contractual policies & agreements and then invoicing the same orders as per the customer requirements.
* Verifying that the invoice reaches to the ultimate customers (Major Banks in US & Canada)
* Daily reports of the TAT and Accuracy of Orders and invoice processed.
* Connection with Credit & Collections team for query management and issue resolution.

**Rewards & Recognition**



* Best BCP SPOC in Oct 2010 in HP
* TCE Championship Award in 2012 in HP.
* Got SME certification within one year of joining in HP.
* 4 Projects in 2011-2013 in HP
* Quarterly award in Q3 2014 and Q1 2015 in Capgemini.
* Received awards – Value Award, Best Buddy Award, Performance & Spot award, and thanks bunch from the customers on several occasions.
* Rewards for contribution to Process Improvement.

**Academic Credentials**



* 2009- **MBA** in Finance from Rai Business School, Bangalore, Karnataka.
* 2007- **BBM (CA)** in Management and Computer Application from SNR Sons College, Bharathiyar University, Coimbatore, Tamil Nadu.
* 2004 - XII (Commerce) from Bishop Ubagarasamy Hr Sec School, Tirupur, Tamil Nadu.
* 2002 - X from Bishop Ubagarasamy Hr Sec School, Tirupur, Tamil Nadu.

**Certification / Trainings**



* Certified Yellow Belt from Capgemini
* Post Graduate Diploma In Computer Applications

**I Possess...**



* Good people management skill.
* Ability to organize and manage multiple priorities.
* Analytical and reasoning abilities

**Personal Details**



Date of Birth : 13th May 1987

Gender : Male

Nationality : Indian

Marital Status : Married

Passport No : J3133356

Languages Known : English, Tamil and Kannada

I hereby declare that the above said facts are true to the best of my knowledge

**Jaya Prabhu P,**

**Bangalore.**