**Objective**

To learn and deliver my duties for effective functioning in organization and to reach responsible position in future, work for the betterment of the company in any circumstances

**Professional Experience**

## **COMPANY: TATA CONSULTANCY SERVICES LTD**

## **PROFILE: GL RECONCILIATION (FINANCE & ACCOUNTS)**

## **DURATION: June 2012 – November 2015**

**Key Responsibilities:**

GL Reconciliation:

* Reconciliation of Cash Clearing account under various portfolios.
* Performing Credit balance refunds accounts.
* Performing bank advice Accounts to rectify the errors in postings.
* Preparing Ad-hoc and write-off files on weekly and monthly basis.
* Processing Wire Settlements (Fund transfer) on daily and Weekly basis.
* Preparing daily and month end closing journals.
* E-Recon submission on monthly basis.
* Liaising with the onsite Operations team and SME for the GL exceptions.
* Preparing monthly accrual journal entries.
* Preparing MOM for Team huddle conducted on daily basis.

## **COMPANY: Sing Venture Foods Private LTD**

## **PROFILE: Admin cum accountant**

## **DURATION: July 2011 to June 2012**

**Key Responsibilities:**

* Raising purchase order invoice, petty cash and Payroll.
* Inventory control, Clearing Purchase Bills and BRS.
* Clearing Purchase Bills and purchase order maintenance.

**Academic Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/Examination | Institution | University/Board | **Year of passing** | **Percentage** |
| B.COM | Apollo arts & Science College | Madras University | 2011 | 68.4% |
| H.S.S | Sarojinivarathapanhr.sec. School | State board | 2008 | 67.7% |
| S.S.L.C | Avichi hr. sec school | State board | 2006 | 61.6% |

**Technical Skills**

* Completed a certificate course for MS Office, Tally and Internet
* Good knowledge in Windows, Internet and Tally ERP.
* Good knowledge in Recon Frontier tool (automated tool for GL reconciliation) and PeopleSoft General Ledger.
* Type writing (Higher).

**Significant Achievements & Co-Curricular Activities**

* Secured Rising Star and Zero Defect awards monthly and quarterly in TCS BPO for error-free performance in reconciliation.
* Playing carom and throw ball , Surfing Internet and Traveling
* Won prizes in College cultural activities in throw ball.

**Strengths**

* Flexibility and Adaptability
* Analytical and Problem Solving Skills
* Punctuality
* Team Player

**Personal Details**

* Date of Birth : 01.02.1989
* Father Name : G. Sekar
* Gender : Female
* Languages Known : Tamil, English, and Telugu
* Marital Status : Single
* Residential Address : No.1389/1, Gandhi Nagar, 2nd street, Senthurapuram,

Kattuppakkam,Chennai-56.

**DATE:**

**PLACE: CHENNAI**