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**Objective:**

To be a key player in an Organization to meet ever changing client needs and expectations. Enhance and grow my abilities by bringing real business value to meet global business challenges.

**Career Synopsis:**

- 8 years of experience in R2R Financial accounting activities - General Accounting and Inter-Company accounting.
- Possess excellent Organizational and Interpersonal skills with proven abilities in Client Relationship & Management.
- Possess Good Exposure in MS Excel, SAP and Oracle functions & working in a computerized environment.

**Work Experience in Multi-National companies:**

**Current Organization:**

NAME OF THE CONCERN	DESIGNATION	DURATION
Cognizant Technology Services	Senior Process Executive	From Jan 2017 to till date

**Key Deliverables:**

- Inter Company Reconciliations.
- Corporate Tax Analysis (CTA)
- Payment proposal list analysis.
- Run Payment Certificate
- Mapping of Intercompany Man hours and Administration expenses
- Standard Journal preparation and postings.
- Adhoc Journal Request

**Reports:**

- MOM
- Monthly and weekly Deck

**Process Synopsis:**

**Tower : General Accounting and IC**

- Handling Intercompany AR & AP Reconciliations on Monthly basis
- Finalizing and uploading the confirmed balances of Intercompany AP and AR in HFM tool
- Preparing and review files for Parked Invoice Report, AR overdue invoices.
- Performing and review of Intercompany Monthly Billing and Quarterly Billing.
- Posting of Adhoc Journal entries in SAP based on mails from the client
- Preparing Standard Journals & over-under Accruals
- Monthly and Quarterly GL accounts reconciliation will be performed using Black line Tool
- Having experience in Corporate Tax Analysis.
- Performing the Intercompany Mappings in SAP.
- Weekly calls with clients to ensure the smooth run of the process.
- Monthly presentation to the Management for the overall GL & IC status.

- Responsible for updating Process documents, prepare necessary documents pertaining to Integrated Quality Management System and getting Signoff.

#### **Functional Responsibilities:**

- Black line reconciliation
- Journals
- Intercompany reconciliation

#### **Achievements:**

- Being a pilot batch successfully trained to team associates.
- Prepared and got signoff for SOP's (Standard operating procedures) from client.
- Got nine Awards and rewards for continuous consistency and Process improvements.

#### **Former Concern:**

NAME OF THE CONCERN	DESIGNATION	DURATION
ACCENTURE SOLUTIONS PVT LTD.	Process Associate in R2R	Mar 2013 to Jan 2017

#### **Key Deliverables:**

- Fixed assets reconciliation and Process additions, disposal, transfer, posting the depreciation.
- Processing stock issues and stock adjustments, preparing inventory reconciliation.
- Preparing Intercompany reconciliation and journals, finalizing the Intercompany loan matrix.
- Preparing the GRNI reconciliation by comparing purchase order report and GL transaction, GRNI journal.
- Sending the toll notice and infringement notice to the right person for confirmation and preparing the statutory declaration.
- Custom fleet journal, Telstra journal and Balance sheet reconciliation.
- Payroll journal & Payroll reconciliation

#### **Process Synopsis:**

**Tower :** General Accounting and Blackline Reconciliation.

- Monitoring the Blackline Reconciliation and General Ledger reconciliation open items.
- Accruals and Provisional Journals monitoring.
- Providing the solutions for the process related issues.
- Weekly calls with clients to ensure the smooth run of the process.
- Monthly presentation to the Management for the overall GL & Blackline reconciliation status.
- Responsible for performing Month-end activities & ensuring the smooth closure of Accounts for the period.
- Have a good track record of meeting all Management and Client required metrics consistently.

#### **Achievements:**

- Undertook responsibility to handle the process alone when there is severe attrition in the project
- Achieved Awards (Star of the Month & Spotlight Awards) for the Performance.

#### **Functional Responsibilities:**

- Account Payable / Receivables Reconciliation and Payment follow up
- Adhoc Journal and other accounting entries
- Clearing the clients queries through call and Email
- Day to Day Accounting Works

**Personal Traits**

- Willing to learn and to take challenge with an objective to succeed.
- Effectively interact with colleagues at various levels.

**Interests**

- Listening Music and singing songs.
- Caroms

**Technical Skill set:**

- MS Office
- SAP
- Black-line tool
- HFM tool

**Academic Qualification:**

COURSE	INSTITUTION	UNIVERSITY / BOARD	YEAR OF PASSING	PERCENTAGE
M.B.A (Finance)	Madras University (In Correspondence)	Madras University	September 2014	64.00%
B.COM	St. Joseph Arts & Science College, Kovur.	Madras University	April 2012	First class with Distinction
HSC (12TH)	Govt. Girls Higher Secondary School, Ashok Nagar	State board	March 2009	85.00%
SSLC (10TH)	Govt. Girls Higher Secondary School, Ashok Nagar	State board	March 2007	66.00%

**Personal Profile:**

- Date of Birth : 07 April 1991
- Father's Name : P. Prakash Kumar
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Language Known : English & Tamil
- Address : 813, 60<sup>th</sup> Street, 10<sup>th</sup> Sector,  
K.K.Nagar, Chennai – 600078.  
Tamilnadu. INDIA.

**DECLARATION:**

**I hereby declare that the above furnished information is true to the best of my knowledge.**

Place-Chennai  
Date-

P. Bhuvaneswari