

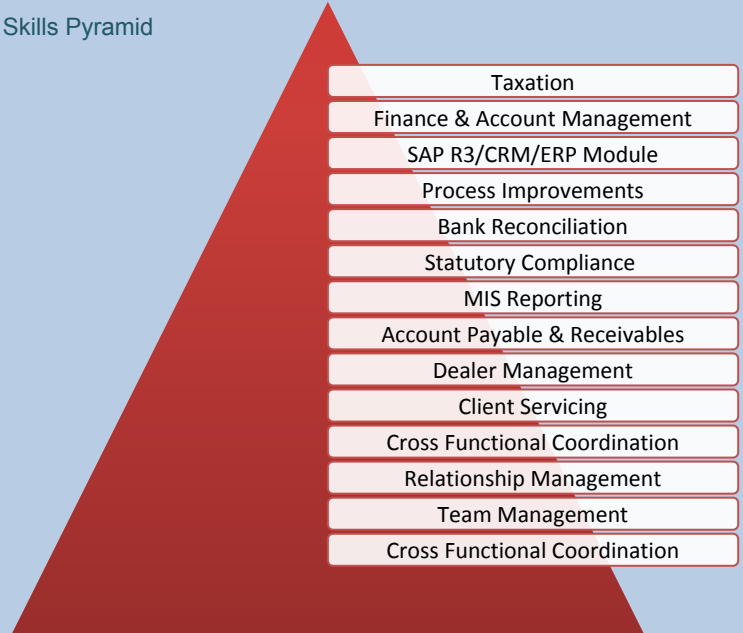
**Professional Profile**

*Deputy Manager*

Diligent SAP R3/CRM/ERP Module functional professional with progressive career of 14 years in designing and implementing **SAP R3/CRM** solutions and steering various **Finance and Accounting Operations**, honed with proven multitasking abilities. Experienced across financial planning, executing policies/ procedures, enhancing **Accounting Functions, Financial Management, MIS, Business Analysis and Finance Control**.

- Experienced in handling **Taxation, Account & Finance, Audit & financial projections**.
- Conceptually strong with an innovative and analytical & systematic approach to the work with an eye for detail.
- Enriched with the ability to learn new concepts & technology within a short span of time.
- An effective team player with exceptional planning and execution skills coupled with the excellent interpersonal and communication skills along with clarity of fundamentals with perseverance to succeed and zeal to achieve results.
- Motivated and goal driven with strong work ethics, continuously striving for improvement coupled with excellent Administrative aptitude with an eye for detail and the commitment to offer quality work.

Skills Pyramid



**Professional Highlights**

- Effective Communication** - Maintaining high quality employee communication through innovative and interactive channels and leadership
- Finance & Accounting** - Formulating and implementing finance & accounting policies & procedures with the ability to relate theory with practice
- Monitoring & Controlling** - Accounting activities viz. bank reconciliation, account finalization, preparation of various reports, preparation of financial account statement etc
- Relationship Management** - Building profitable relationships with bankers, venture capitalists and clients
- Analyzing & Understanding** - Possess keen business acumen support while analyzing & understanding

**Work Experience**

Since Dec 2016 with M/S Times of India  
 As **Deputy Manager**



**Highlights**

- Collection generation & deposit of cash in bank Reporting and ensuring proper Accounting along with Suspension of Supply for Dishonored Cases and timely interaction with CRM & Finance Departments.
- Invoicing for institutional supplies and sampling activities and follow up for collection & providing daily print order figures to regional office.
- Ageing of debtors at regular intervals & follow up for collection with Executive and Regional heads.
- RIT daily reconciliation and ensuring no gap in the process operations with proper co ordination with Finance

- Ensuring timely preparing the Delivery charges working in the pacific format for Chennai, Coimbatore Madurai and trichy in monthly basics without any escalation from corporate office.
- Ensuring timely Handing over of dealer payout cheques on a monthly basis along with the Explanation on the coupon counts and collection of PDC's
- Providing information to ABC Auditors and Internal Auditors Collection, FRSN, Bill registers, and bank statement.
- Coordinating and providing information on timely basis for smooth and successful completion of internal and ABC & internal Audits'
- Ensuring generating the Invoice for Magazine, Economist, ET, TOI and NIE in monthly basics without any escalation from corporate office.
- Ensuring timely dispatch of bills to dealers by 5 th of the month and added SOA in invoice which facilitates better understanding of accounts to dealer and sales team.
- Net sale and Cheque Dishonor details of Publications prepare monthly MIS on the Specified areas and sent to sales team and finance team by first week of every month.
- Taking an responsibilities and Managing Chennai Coimbatore Madurai and Trichy, Vendor code for dealers data maintained, receipts punching and TOI Subscription cash and cheque deposit Coordination in to bank as well as CRM team.
- Handling the five member team. Actively participating in TIMES OF INDIA launches (like Coimbatore, Madurai and Trichy).
- Creating an E collection account for TN branches. We made good progress in city markets & upcountry markets; working with all functions of the department when ever need arises.

#### Achievements

- Times of India dailies Successful launch in Chennai (2008) Coimbatore and Madurai in 2011

\*\*\*\*\*Kindly Follow Annexure for Projects\*\*\*\*\*

#### **Jul 2006 to XX XX with M/s.Accenture Services (P) Ltd**

As **Senior Process Associate**



#### **Highlights**

- Handled part of Cash management team, taking care of UK client Financials and Banking.
- Handled all the BAI Download Process (Bank Automated Interface) activities and confirming the Bank.
- Collected the Manual bank statement and Uploading in ERP Module.
- Prepared the Running Receipt Report from the citi bank module.
- Done Balance sheet reconciliation's including bank reconciliation.
- Prepared Offline payments report and given AP Team (UK Clients) & the Collection report and given to collection team.
- Handled automated Cash Requirement Report; received Cash Award for Process Improvement made since OCT 2006.
- Resolved the open items between AR Sub-Ledger and G/L by tracking continuously the AR Cash Application.

#### Achievements

- Received Cash Award for process improvement made since Oct 2006

#### **Nov 2003 to Jun 2006 with M/s Sify Ltd**

As **Process Executive**



#### **Highlights**

- Maintained tracking sheet to ensure bills are received on time and paid before due date to avoid Disconnection / Late payment charges
- Prepared exception report - Here submit a weekly report of those cases where bills are yet to be received.
- Managed entry in ERP module- Bills entry are made in ERP/AP Module; scrutinized the vendor bills for accuracy
- Processed Cheques for Vendor payments; prepared Recurring Expenses Statements where the report specifies bills not received across location.
- Handled Access Media Receivables Report, ERP Auto Application, application of Receipts for Cyber Cafes (From Apr.2004 to Nov.2004).
- Provided Application of Receipts for Broadband; application of Revenue Share Deductions.
- All India Broadband Id Creation and Coordinated with all location, BPO ID Creation , Customer Id Creation, Master Franchisee Id Creation, and Tele Center Id also topup.
- Home Dax id Creation Top up, Invoice raised and Applied in the Particular Account.
- IP Phone Id Creation for Internal use ( SIFY LTD) and Top up.
- All India Signup Revenue Report to SBU Head for Broadband every month

### Achievements

- Achieved target on time and All India Signup Revenue report to SBU head for Broadband every month

**May 2003 to Nov 2003 with M/S Citi Bank**

As **Personal Loan Adviser – Marketing**



### Highlights

- Provided Personal Loan Advise to the individuals in Corporate Sector and Educational Institutions.
- Achieved target of 3 Lac per month
- Resolved customer queries concerned to personal loans

### Achievements

- Achieved target of Rs 3 lakh per month

## Education & Credentials

**One Year MBA from XX, Pursuing**

**2003 PG – M Com from Madras University**

**2000 Diploma in Co- Operation from LCC**



### **Client Appreciation:**

- Got the client and SDL appreciation within 3 months from joining for closing the month end successfully without another team member.
- Got the client appreciation for stretching beyond work hours and coming in weekends to complete the year end successfully.
- This was greatly appreciated by Finance Director.
- Got the Summit award and Zen Master Award for continuously contributing for the Team and Process

## Personal Details

Date of Birth : 22nd May 1978

Langauge known: Tamil & English

## ANNEXURE

### Projects Handled

<b>Client</b>	TOI
<b>Platform</b>	Finance /Core Accounting

<b>Tool Used</b>	English/SAP R3/CRM
<b>Description</b>	TOI Launch in Chennai
<b>Responsibility</b>	Dealer management and Subscription Management
<b>Location</b>	Chennai
<b>Duration</b>	Ongoing Process
<b>Team Size</b>	5

<b>Client</b>	TOI
<b>Platform</b>	Finance /Core Accounting
<b>Tool Used</b>	English/SAP R3/CRM
<b>Description</b>	TOI Launch in Madurai
<b>Responsibility</b>	Dealer management and Subscription Management
<b>Location</b>	Madurai
<b>Duration</b>	Ongoing Process
<b>Team Size</b>	5

<b>Client</b>	TOI
<b>Platform</b>	Finance /Core Accounting
<b>Tool Used</b>	English/SAP R3/CRM
<b>Description</b>	TOI Launch in Coimbatore
<b>Responsibility</b>	Dealer management and Subscription Management
<b>Location</b>	Coimbatore
<b>Duration</b>	Ongoing Process
<b>Team Size</b>	5