**Chinna Durai T**

(S/O) Thanabalan C **Nationality:** Indian

NO : 14/42, Sai karna Flat, F1, **DOB** : 28th April 1994

Laxmi nager 2nd main road, 🕿**Mobile** : 8056263584

Velachery, 9080647409

Chennai – 600042 (T.N.) **Email**: t.c.samdurai@gmail.com

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| **Professional Objective:** |

* In my pursuit of professional excellence,to see myself in a challenging career,in my areas of interest.
* To prove myself as a key person for the organisation,I work.
* To flourish in a competitive environment,by learning advanced technologies,strive for excellence to sincere and dedicated work.
* Develop interpersonal skills for the effective communication.
* To achieve excellence in areas of Finance and seek career advancement that would enhance my self-confidence, objectives as well as my organizational goals.

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| **Work Experience :** |

Company : **ACCENTURE SOLUTIONS PVT LTD**

Designation : Transaction Process Associate (PTP)

Duration : July 2018 to Till date

**Roles & Responsibility:**

* Receiving invoices through emails and sending to Scanning queue.
* Invoice Processing and booking for payment in JDE and V10 Tool.
* Quality check audit and preparing OE charts.
* Debit balance chase up from vendors.
* Query mail handling from the invoice requestor.
* Posting adjustment entries for the invoices.
* Processing intercompany invoices for payment.
* Monitoring, preparing and validating the Payables.
* Ensure that the accounts are reconciled properly and meets SLA requirements
* Preparing reports related to invoice processing.
* Preparing Month End Closure reports (IC AR upload to IMS, ICO Accrual, AP-GL Recon and AR-GL Recon).

Company : **RR DONNELLEY INDIA PVT LTD**

Designation : Accounting associate

Duration : March 2016 to June 2018

**Roles & Responsibility:**

* Review and identify various Invoices in Citrix from different cabinet. This process identifies and separates the different head of Payables to Vendor.
* Processing, Reversal, Credit Memo of vendor invoices and all other
* Accounting activities done using Application SAP
* Monitoring of accounts follow up and resolving queries relating to it.
* Reconciling Daily Reports like process check, Queries resolution and KPI Report.
* Analyzing the Queries and Clearing the open items on a Daily Basis.
* Updating vendor rates through FMS application for Rate modification and
* Responsible to verify the data’s in FMS and re structure through ETM application.
* Retrieval of Bill of Lading to find the shipping terms, through various Vendor websites.
* After Month end close tallying the Process Check Report with two different Reports from SAP Reconciling their port to find the Individual breakups.

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| **Strengths:** |

* Optimistic, smart work with high level onus. A good Team Player
* Profound adaptability to any type of situation quickly and effectively.
* Ease at learning new things.
* Fluent in *English and Tamil*
* Hobbies: Listening to Music, Internet surfing, Practicing meditation.

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| * **Technical Skills:** |

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| ERP applications | SAP, JDE, V10 and Citrix |
| Internal tool knowledge | SQF , DFM , SSRS and DPI |
| Microsoft applications | Excel, Word, PowerPoint |
| Technical qualification | DCA, Tally ERP 9.0 |
| Operating system | Windows platforms, MS Dos |

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| * **Achievement:** |

* Received appreciations from client and maintained good relationship with them
* Implementation of new ideas in the process to complete the work easier with in time.
* Received “Star of the month”, “Star of the quarter “awards for consistently showing high production with 100% accuracy.

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| **Educational Background:** |

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| Qualification | Institute | Board | | **Year of Passing** | **Percentage/CGPA** |
| M.B.A (Finance & Marketing) | Indian School of Science and Management | Bharathiyar University | 2016 | | 64% |
| B.B.A | Kamarajar Arts and Science College |  | 2014 | | 57% |
| Class Xll | S.M.S.S.G Boys hr.sec.school, Shencottai | Higher Secondary Examination, Tamil Nadu | 2011 | | 70% |
| Class X | S.M.S.S.G Boys hr.sec.school, Shencottai | Higher Secondary Examination, Tamil Nadu | 2009 | | 58% |

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| **Personal Details :** |

Father’s Name : Thanabalan C

Date of Birth : 28, April, 1994

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Tamil.

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| **Declaration:** |

I hereby declare that all the information given above is true to the best of my knowledge.

**DATE:**

**PLACE:** CHENNAI  **[**Chinna Durai T]