

**G.Austine Jino**  
**Ayyappakkam, Chennai - 600 077.**  
**austinegnanamuthu@gmail.com / Contact: 9710229521**

## Professional Summary

- Highly analytical, deadline-driven who completes accounting activities with accuracy and speed.
- Accomplished and focused on improving department productivity and streamlining processes for efficiency.
- Resourceful and skilled professional with a quality-minded and customer-driven approach.
- Accounts Payable & Accounts Receivables Professional excelling at designing efficient quality control procedures and maintaining sound internal controls.
- Successful Credit Controller and Vendor Management versed in account management, contract negotiation and compliance. Prepared to deliver first rate results to the organization.

## Skill Sets:

### **Accounts Receivables**

- Customer Data management
- Invoicing familiarity
- Cash/Credit Collections
- Client and Stakeholder Management
- Credit adjustments
- Credit Note Issuing
- Customer relations Management
- Accounting procedures consultant
- Note for Approvals
- Account reconciliation
- Preparation of Service Agreements
- Customer Query Handlings

### **Accounts Payables**

- Vendor data Management
- Purchase Order Processing
- Two-way match & Three-way Match.
- GRN's Creation
- Cost Centre Analysis
- Debit Note Issuing
- Vendor relations Management
- Escalations.
- Payables processing
- Validate the vendor profile
- Preparation of vendor agreements
- Vendor Queries Handling
- Filing of GST (IGST Refund), eTDS

## Work History:

- | Company Name : 20Cube Logistics Solution Pvt. Ltd.
- | Period : 21<sup>st</sup> July 2014 to 13<sup>th</sup> May 2019
- | Designation : Team Leader Accounts
- | Company Name : Dignity Innovations
- | Period : 15<sup>th</sup> May 2019 to Till Date
- | Designation : Asst. Manager (Account & Finance)
- | Current CTC : 5.25Lacs
- | Expectation : 10% to 15% (Negotiation)

## Designation: Asst. Manager Accounts & Finance

- Research and Setup/Update/edit vendor & customer accounts in the System.
- Track all the Work-in-progress creations/modifications in the follow up tracker
- Performing AP/AR Activities and Response to queries related to AP/AR process.
- Handle the Blocked/Parked resolutions.
- Reversals and corrections of incorrect posted invoices.
- Process all invoices assigned within the required Turn-Around-Time (TAT).
- Co-ordination of all accounting activities associated with the AR & AP.
- Cross checking and Processing GRN's.
- Performing Two-way Match & Three-way Match.
- Processing Debit notes and credit notes.
- Performing checks of customer creditworthiness and current situations.
- Handling Vendor & Customer queries on Discrepancies.
- Reviewing customer accounts for compliance with repayment obligations.
- Having a track of all payment deviations i.e. reject, refund and return to follow-up with vendor and get their bank details corrected by Vendor Master Team
- Monitoring and Preparing of Service agreements of the customer.
- Paid on time (POT) percentage with comparatives.
- Adhere to client SLA's (Service Level Agreement) and timelines
- Accurate and timely processing and payments of accounts receivable & accounts payables.
- Identifying risks or opportunities to revenues, cost and profitability and propose appropriate actions.
- Documentation process during Contract Renewals and T&M activities.
- Having a track of all payment deviations i.e. reject, refund and return to follow-up with CRC to contact vendor and get their bank details corrected by Vendor Master Team.
- Keep all documentation up to date by team on share point of time & Updating Time to Time.
- Preparation and finalization of monthly MIS and other reports to the senior management.
- Initiation of NFA 's of receivables and updating the finance
- Create and publish Management Reports.
- Ensuring timely invoicing of O&M and T&M invoices to customers.
- Ensuring continuity of O&M contracts system.
- Month End Closer/Year End Closer activities to be performed based on the schedule.
- Reconciliation of GSTR1 (10<sup>th</sup> of every month), GSTR2 & Filing the GSTR3B (20<sup>th</sup> of every month) before due date..
- Filing of Statutory Compliance like GST's , eTDS (7<sup>th</sup> of every month)& Other.

## **Software Competencies:**

- Microsoft Office
- SAP B1
- Cargo Wise Business ONE (20Cube Logistics Pvt Ltd)
- Tally ERP 9 as an end user (Dignity Innovations)
- Oracle as an end user (20Cube Logistics Pvt Ltd)

## **Academic Qualification:**

Course : M.B.A Finance  
Name of Institution : Loyola College PULC  
Duration of Study : 2016-2018  
Percentage of Marks : 1<sup>st</sup> Class

Course : B.Com (Finance)  
Name of Institution : Loyola College  
Duration of Study : 2011-2014  
Percentage of Marks : 1<sup>st</sup> Class

Course : HSLC  
Name of Institution : Singaram Pillai Hr. Sec. School  
Duration of Study : 2010-2011  
Percentage of Marks : 1<sup>st</sup> Class

## **Languages known :**

- Tamil (Speak/Write/Read)
- English (Speak/Write/Read)

## **References :**

- N.Murugesan – Trade Development PAN INDIA, 20Cube Logistics Pvt.Ltd., Chennai , Ph. No. 9840011676
- K.Rajesh – Deputy Finance Manager, 20Cube Logistics Pvt. Ltd., Chennai Ph. No. 9940631136
- Surender A – Accounts & Finance Manager,Dignity Innovations, Chennai. Ph.No. 8754411382

**Personal Details:**

Name : G.Austine Jino  
Father's Name : M.Gnanamuthu (Late)  
Gender : Male  
Date of Birth : 21<sup>st</sup> August 1993  
Marital Status : Married  
Nationality : Indian  
Religion : Christian  
Address : # 6, Maruthi Street,  
Iyyappan Nagar,  
Ayyappakkam,  
Chennai – 600 077

**Declaration**

I do hereby declare that the above information is true to the best of my knowledge

Place: Chennai  
Date:

G.Austine Jino