Renganathan

Renganathan.244902@2freemail.com

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| **OBJECTIVE:** |  |  |
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To pursue a career in a high profile company that will provide me the skills and expertise where I can attain a high level of performance by using my knowledge and capabilities that would also nurture my personal and professional goals.

**Organization Experience:** A Financial Services Professional in Accounts Payable &

Account Receivable **4 years** of experience. Currently employee as a Transaction Process Associate in **Accenture Service Pvt Ltd**, Chennai, from 2011

**Job Description and Specification**:

**Over all coordination with Account Receivable MDM Team**

* Customer Master Data Management cleansing
* To standardize the Customer Master Data as per client requirement
* Keep the products files separately maintain and standardize the product specifications files with client rules
* Perform as a primary resource over 15 country knowledge in Customer Master Data Maintain the standardized customer account with Oracle R11 & R12 system
* Give the proper customer standardized data to the client and Account Receivable team separately for Billing & Shipping information
* Maintain Customer Contact Center Request information and share the inflow report on daily, weekly & basis to the client
* Perform with MDM Query handling team for contact center customer query handling
* Daily Sample audit for the processers request and share the audit reports to the management as well as the client
* Training new members about the process and on work
* Perform monthly SLA status report for Urgent and Normal request
* Dash board update on daily inflow and team out put

**Job Description and Specification:**

**Over all coordination with Accounts Payable Team**

Process Associate

* An effective and efficient team member in, Accounts Payable Invoice Process Team
* Process more than 70 invoices on daily basis
* Processing of different types of invoices PO, Non PO, Inter-company invoices Credit Notes and Debit Notes using Oracle JD Edward son
* Inter-company statements reconciliation
* Reconciliation the supplier statements on monthly basis
* Weekly supplier payment statement reconciliation
* Month end accruals preparations
* Handling for supplier quires and mails
* Preparation of daily aging report and share the report to the management and client
* Daily invoice and payment audit report to the team supervisor

Worked as a Accounts/ICWAI **Trainee in Tamil Nadu Newsprint and Papers Limited** **Kagithapuram** from September 1st2009 to January 14th2011

**Job Description and Specification:**

* Preparing vouchers document for invoice payments processing to the supplier
* Review the work order & purchase order for the respected supplier for Civil & Erection Process
* Accounting of material value related to the project & project value of the supplier for MDP & MEP Civil and Erection
* Review the supplier ledgers (general and stores ledger) for MDP & MEP projects
* Monthly Reconciliation of RFM ledger (Recovery for Materials)
* To support the capitalization team to capitalize the completed projects on account term to get the completion certification form the plant operation team
* To make the payments to the suppliers & labor invoices without due
* To maintain the books properly for the audit purpose
* Quarterly Reconciliation for all the suppliers respected ledgers
* Monthly Insurance Claim Lodging for Damaged goods (Transit insurance)
* To Maintain Employees accidental insurance claim documents and make the payments process to from the insurance company

EDUCATIONAL ATTAINMENT:

**Bachelor of Commerce** under National College Trichy, Tamil Nadu in year2006-2009 Completion First class with A+ Grade.

Skills Set:

o Oracle 11 and 12, & Oracle JD Edward son o MS Office

o Tally ERP .9

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| PERSONAL DETAILS: |  |  |
| Date of Birth | : | 7th October, 1988 |
| Gender | : | Male |
| Marital status | : | Single |
| Nationality | : | Indian |
| Languages | : | Tamil, English |

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.