**RESUME**

**AROCKIYA**

**AROCKIYA.323361@2freemail.com**

**CAREER OBJECTIVE:**

To work with a reputed organization which provides challenging environment, encourages continuous learning, creativity & exposure to new ideas and cultures which stimulates personal as well as professional growth.

**MY STRENGTH:**

* Analytical reasoning
* Financial statement analysis
* Strength in regulatory reporting
* Complex problem solving
* Proficient in Microsoft Office
* Tally ERP9
* Results-oriented
* Self-directed
* Customer service-oriented
* Flexible
* SAP(Accounts Payables)

**ACHIEVEMENTS:**

* Best performer from CAPGEMINI BUINESS SERVICE LTD in June 2016
* Awarded for best friends of police (2011-2012)
* Member of commerce association (2011 – 2014)

**EXPERIENCE:**

**JUNIOR ACCOUNTANT(Nov 2015 to Nov 2016)**

**CAPGEMINI BUSINESS SERVICE INDIA LTD,** a company that specializes in Consulting, Technology and Outsourcing services. Present in over 40 countries with almost 180,000 people, the Capgemini Group helps its clients transform in order to improve their performance and competitive positioning. Headquartered in Paris, Capgemini is a public-listed company with its annual revenues crossed 10.5 Billion Euros in 2014.

**My Job Responsibilities are:**

* Monitoring and processing of Accounts Payables.
* Supervision of Invoice processing
* Vendor’s reconciliation
* Validation of Queries files
* Validation of Block files
* Preparing financial statement
* Monthly MIS
* Maintain SLA
* Maintain TAT
* Make payment to vendor on time
* Maintain accuracy

**INTERNSHIP**:

**LKP SECURITIES LTD. Bangalore, India**

**Management trainee (August 2015 – October 2015)**

* Analyzing of Risk and Return on Equity
* Analyzing of market condition
* Decision depends on financial statements
* SWOT analysis
* Preparing cash flow statements

**A JOHN MORIS & CO., Chennai, India**

**Intern (November 2014 – December 2014)**

* Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.
* Accounting & Book keeping and maintenance of bills and records for clients andpreparing the books of accounts till Finalization.
* Utilizing strong technical skills in both management and financial accounting andcomfortable utilizing financial information systems.

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| EDUCATION QUALIFICATION |
| Name of the course | University/Board/Institution | Principal Subject | % of marks | Year of passing |
| MBA  | International Institute Of Business Studies, (Mysore University) | Finance | 63% | 2016 |
| B.COM | Loyola College,Chennai(Madras University) | Commerce | 65% | 2014 |
| 12TH | State Board | Commerce | 92% | 2011 |

**PERSONAL INFORMATION**

Date of Birth May18, 1994

Sex Male

Marital status Unmarried

Nationality Indian

Languages known English, Tamil and Malayalam

**DECLARATION**

I hereby declare that all the above mentioned information’s are true to the best of my knowledge.