**Curriculum**

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| C:\Users\admin\Desktop\Madhu\resume\Madhu.jpg  **Madhu**  **Visa Type - Visit Visa**  [**Madhu.324318@2freemail.com**](mailto:Madhu.324318@2freemail.com)  **Personal Details**  **Name** Madhu A  **Sex** Female  **Nationality** Indian  **Marital Status**  Married  **Languages** English, Kannada, Telugu, Hindi and Tamil | **Career Objective**    To work in a challenging and creative environment and effectively Contribute  Towards the goals of the organization.    **Profile**    A confident and diligent person with good analytical Communication skills.  An active team player, persevering and proactive.        **Educational Qualification**     |  |  |  |  | | --- | --- | --- | --- | | **DEGREE** | **INSTITUTION STUDIED** | **YEAR OF PASSING** | **PERCENTAGE** | | MBA | MITS | 2010-2012 | 85% | | BBM | BNM | 2006-2009 | 65% | | 2ND PUC | PES | 2004-2006 | 55% | | SSLC | SKIES | 2003-2004 | 81% |       **Technical Skills**      **Operating Systems** : Windows XP & Windows 8, 8.1 &10  **Packages :** Ms Office, Hustle Software, Tally,  IQN-Navigator, Radar, SAP  Field Glass. |

**Professional Summary**

* Total 4+ Year experience as Team Lead as Financial Analyst , HR and Office Administration
* Recruitment and Training for New staff
* Office Day to Day Operations
* Management of end-to-end recruitment cycle
* Payroll, Benefits & Compensation.
* Management of end-to-end recruitment cycle
* Preparing Monthly Manpower Reconciliation Report, Monthly Manpower Forecast & Allocation
* Assist in the management, maintenance and control of HR procedures, processes and HR system.
* F&F

**Work Experience**

**Quess June 2013 – August 2016**

**Team Lead**

**Single Point of Contact (SPOC) for 1253 staffing employees and responsible for creating and cultivating a motivated taskforce as a HR and Financial Analyst touch point.**

**Leaves and Time Sheet Management:**

* Taking care of on boarding and off boarding activities.
* Coordinating with the resource to collect the monthly attendance to process the payroll.
* Maintaining the leave tracker availed by employees which were approved by respective managers.
* Maintaining a track of Non salary Components such as Mobile/Data reimbursements, rewards, shift allowances etc.
* Conducting employee connects on regular basis to identify the concerns from the resource and clarifying at initial stages
* Evaluating the performance of the resources, getting the feedback from the reporting manager on regular intervals and working around the performance evaluations and Salary appraisals.
* Maintaining the contract details between the parties.
* Maintaining HRMS tool.

**Invoice:**

* Raising PR (Purchase request) on monthly basis as per the TAT given by client.
* Sharing the Preform invoices to the client as per the deadlines to get it approved and to raise the invoices.
* Interacting with the client for the PO and maintaining a track it to ensure the right invoice against the right PO.
* Raising the invoices for respective clients based on the approved time sheet, approved claims and submitting them to the respective clients as per SOW (Statement of work).
* Processing the reimbursements after validating the bills along with the approvals and checking for the availability of PO to process the amounts and if PO is not available, raising the ticket to the concern managers
* Participating in client meetings
* Handling queries of the invoices, payments, follow up mails handled with clients and vendors to process the invoices ASAP
* Perform account reconciliations

**MIS:**

* Preparing and publishing the MIS reports on Daily basis to know the targets V/s achieved
* Preparing the weekly/Monthly reports and sharing the same to client and business managers.
* Invoice Quality check on daily basis.
* Maintain up-to-date billing system
* Ageing report on weekly and monthly basis

**Receivables**

* Forecasting the budget required for processing the vendor payments and getting the approvals from the concern team.
* Maintaining the track of the payments released and publishing the report on regular basis
* Monitor customer account details for non-payments, delayed payments and other irregularities
* Research and resolve payment discrepancies
* Carry out billing, collection and reporting activities according to specific deadliness.

**Gunasekar & Co. July 2012 – May 2013**

**Accountant**

* Preparing Sales invoice
* Maintaining Receipt and payment in Tally.
* Responsible for VAT filling
* Responsible for Collecting & issuing the E-Sugama Form
* Responsible for Administration activities
* Responsible for handling Petty cash

**ADDITIONAL**

**Interests**

* Movies
* Mobiles
* Yoga
* Music

**Personal skill & Strengths**

* Exceptional customer service skills
* Ability to work with a diversity of people
* Excellent interpersonal and communication skill
* Consistency in work performance
* Quick learning ability
* Comprehensive problem solving abilities
* Self-Confident
* Leadership Ability
* Positive Thinking and dedication & hardworking

**DECLARATION**

I hereby declare that the above information and particulars are true and correct to

The best of my knowledge and belief.

Place:

Date