**CURRICULAM VITTAE**

**Sivaranjani**

**Sivaranjani.351228@2freemail.com**

**Career Objective**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**Career Summary**

* A detail oriented professional with excellent knowledge of accounts possesses rich experience of 2+ years of experience in financial planning, analysis and accounting principles GAAP.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

**Personal Qualities**

* Strong analytical and problem solving skills.
* Unmatchable communication skills in Written and verbal both.
* Highly trustworthy, discreet and ethical.

**Technical Skills**

* Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
* Experienced in working on Tally 9.0
* Internet Savvy

**Key Responsibilities Handled**

* Finalize the day's balance, and prepare and print management reports
* Investigate and reconcile discrepancies when they occur
* Complete accounting functions for classified transactions involving stock shares and vendors bond trading.

**Achievements**

* Profit of organization increased by ……….
* Meet the deadlines of the projects.
* Reduce the maintenance cost and implement changes faster.

**Employer**

* Working as Accountant in NFSTechnology in present

**Academia**

* **Certification in Tally 9.0 Dubai Institute**
* **Bachelor of Commerce, Madras University, Chennai, Tamilnadu, India**.

**Aon Hewitt, Chennai**

**Designation: Benefits Operation Administrator**

**Duration: Nov’12 to July’ 2015**

**Key Responsibilities:**

* Managing benefits for aligned clients
* Creating defects and following up with technology team when there is an issue.
* Connecting with clients every day and discussing daily challenges
* Running queries if needed to update or retrieve data as per client requirements

**HEWLETT PACKARD, Chennai.**

**Designation: Process Associate**

**Duration: Feb’10 – Jan’12**

**Key Responsibilities:**

* Proficient working in SAP R/3 sales and distribution module thereby adapting to the changing business needs
* Dealing Online (Chatting/mailing via communicator) with Customers & Sales Reps, and communicating and make understand complex transactional issues to the end customers via e-mail
* Mentoring new Hires and constantly training them with regard to process updates.
* Analyzing Customer issues/needs, the process involves Order Management for global customers of HEWLETT PACKARD.
* Maintaining Customers Database & managing them within 24 hours turn-around time (TAT).

**HCL Technologies, Chennai.**

**Designation: Front office Administrator**

**Duration: Dec’06 – Jan’08**

**Key Responsibilities**

* Handling 8 Board Lines
* Organizing International conference calls
* Handling Telephone bills
* Managing petty cash bills & issuing cheques to the vendors

**Leisure Activities**

* Reading Books & Magazines
* Social Activities
* Listening to Music
* Born on 26th March 1983, Chennai, India brought up in atmosphere Laying Strong emphasis on self discipline, self-reliance, and self respect.
* Nationality : Indian
* Sex : Female
* Marital Status : Single
* Languages speak & write : English, Tamil
* Visa Status : Employment visa