**RESUME**

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***VENKADESHWARAN***

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## Objective

Seeking a challenging position in an organization where my Finance & accounting skills utilized for the mutual benefits and career growth.

**Strength**

Experience morethan 14 years in Finance &Accounts.

SpearheadedTeams

Good communication skills.

Self-driven person

Holding a valid visiting visa

**Experience:**



Organization : M/s.WiproLtd.

Profile of the concern : One of the leading IT & ITE concern in Industry

Designation : Senior executive from May 2016 to July 2018.

Responsibility : Worked as a team leader for Centre of Excellence

* Managed day-today Quality Control activities by our team
* Analyzation of identified errors committed by agents
* Finding escalation matrix for errors
* MIS – Daily error report,Throughput report
* Weekly QC deck for all activities
* Working on RCA for the errors
* Weekly & monthly trend reports
* Weekly volume matrix reports for all process
* Discussing with teams for their error reduction process.



Organization : **M/s. Capgemini Business India Ltd.**

Profile of the concern : One of the leading IT & ITE concern in Industry.

Designation : SME from Feb. 2009 to Oct. 2015

Nature of Job/Responsibility :

Accounts Payable Exposure – SAP Environment:

I have done End to End knowledge in Accounts Payable.

* MIS to clients about the Receipts & processing of invoices.
* I have done virtual transitions for some of the processes.
* Prepared SOP’s (DTP’s) for the processes.
* Handled**Vendor Statement Reconciliation**.
* Reduced queries of vendors received through call center
* Worked on EDI & IDOCS

Six sigma project in posting & deleting the IDOCs through script and obtain

Yellow belt.

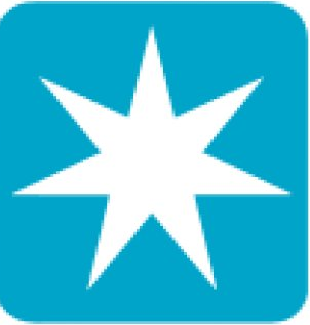
* Analyzing Posting payable invoices of both PO & Non-PO
* Involved in team co-coordinating functions
* Potential participation in Corporate Social Responsibilities(CSR).
* Transition Experience:

I have done virtual transitions for:

* + ERS:- Evaluated Receipts Settlement, This process is for posting the invoices automatically with GRs.
  + EDI/IDOCS :– Electronic Data Interface (Inter mediatory documents):
  + This invoices are sent to SAP through different tools directly to SAP. This system is totally taken care by me for 2 years.
  + PD – Process Director:-
  + A new system & tool was introduced called RSA in which we process invoices.
  + Un posted invoices will be available in Process Director a separate T-Code in SAP.

Awards & Appreciations:

* Won Hall of fame award 2 times.
* Awarded with Best customer services award for the year 2014 from our client.
* Long Term Service award winner.



Organization : **M/s.MaerskGlobal Service centre**

Profile of the concern :Captive BPO of M/s.Maersk Line, Copenhagenfor their Container Shipping Business all over world

Designation : Finance officer From Aug. 2005 to Jan. 2009

Nature of Job/Responsibility :

Accounts Payable Exposure – SAP Environment:

* Analyzing of payable invoices.
* Posting the invoices in SAP Environment
* Handling Exceptional invoices
* Handling front office queries & mails
* Posting and approval of invoice for payment.
* Work allocation for the team
* Training for the juniors
* Preparing weekly & monthly reports.

Accounts Receivable Exposure – People Soft Environment

* Processing Payments received from customers
* Cash application
* Credit control

Organization : **M/s.Out Sourcingworld wideP. ltd.**

Profile of the Concern : It is an UK based accounting BPO

Designation : Accounts Assistant

Period :From January 2005 to August 2005

Nature of Job/Responsibility :

* Preparing Final Accounts for UK Clients
* **VAT & Tax calculations for UK Clients**
* Preparing VAT returns for UK Clients

# Organization : M/s.R.S.Constructions, Chennai,

# Profile of the concern : They are leading flat promoters in Chennai

# Designation : Accountant

# Period : From January 2001 to January 2005.

Nature of Job/Responsibility :

* Accounts finalization
* Liaison with Auditors
* Reconciling books of accounts with Bank statements
* Effective Management of outstanding debtors.
* Handling all taxation.
* Co-coordination with bank for customer loans& project loans activities.

Organization : **Manilec Controls & Devices Pvt. Ltd.**

Profile of the company : Manufactures of Electrical Distribution Boards

Designation : Accounts Assistant

Period : From July 1998 to Aug 2000.

Nature of Job/Responsibility :Maintaining Books of accounts

ERP experience:

SAP real time exposure as a AP End user.

People soft – QC modules.

TALLY – Working knowledge

Education:

PostGraduation Degree : MBA – Finance

Institution : Madras University

Degree : B.Com.,

University : ManonmaniamSundaranarUnversity, Tirunelveli. Year of Passing : 1998

Computer Exposure:

Operating Systems : MS Dos, Windows 9x

Packages : MS – Office 2000

Language : Basic

Accounting Packages : Tally, Ex Next Generation.

ERP : People Soft

Personal Profile

Date of Birth : 15th February 1977

Marital Status : Single

Languages Known : Tamil & English.