JAYARAMAN


### Senior Process Analyst

8+ Years experienced Accounts specialist with high degree of professionalism and excellent client relationship skills. I have attained extensive knowledge in the areas of payable,receivables, general accounting procedures payroll and operations from various industries. Strong in written and verbal communication skills, well experienced with accounting principles and practices. A lover of learning with excellent analytical skills and thrives well in challenging fast-paced environment.

Jayaraman-394462@2freemail.com

Dubai, United Arab Emirates -Visit Visa

# WORK EXPERIENCE

## Senior Process Analyst(Team Lead)

*06/2017 – 08/2019*

*Client :- International Airline Groups*

*Chennai,India*

Microsoft Word

Microsoft PowerPoint

# SKILLS

####

Accounts Payable (AP)

Accounts Receivable (AR)

Account Reconciliation

Intercompany Reconcilation

Business Process Improvement projects such as Payment on Time analysis,Credit note Clearance,Payment Rejection Document Management and Invoice Processing on hold

Conducting monthly review calls with the Stakeholders

Complies with all client published policies & procedures and any legal regulatory requirements in addition to ensuring that Client’s Service Level Agreements are met

Maintain 100% accuracy of Processing of Supplier Invoice/Payments with in the timelines and ensure the completeness and compliance of the documents as per process and Authority Matrix set by the Company.

Maximized team performance with early detection of problematic areas and administering creative resolutions, engaged team members with their individual talents

Supervise, develop and motivate a team of Junior Processors, setting objectives for each role to ensure that Organization & Analytical skill levels within the team are eﬀectively utilized

**Process Associate/Process Analyst**

Microsoft Excel

SAP

Oracle

Tally

MIS Reportings

Blueworks

Lawson

Attention to Details

Problem Solving

People Management

Team Player

Team Leader

Multitasking

Proactive

Self motivated

Adaptability

Deadline oriented

**CAREER ACCOMPLISHMENTS**

#### Tremendous growth from Process New Associate to Senior Process Analyst in 8 years (08/2011 – 08/2019)

Accomplished Team Lead with 2+ years’ experience in managing, monitoring and mentoring a team of 12

*08/2011 – 05/2017*

*Client :- Schlumberger & International Airline Groups*

*Chennai,India*

#### FTE’s

Worked along with Accounts Receivable stakeholders to process transactions related to incoming payments

Collection and dispute management - Contacting the customer over emails by sending the statement of account for their outstanding debts and chasing for payments

Monitor the vendor account reconciliation process and Identifying the area of Improvements, Process reengineering

Preparation of Monthly Bank Reconciliations and ensure necessary Journal entries are entered in system before month end

Perform user acceptance testing for new platform implementations, as well as for existing platform updates and upgrades

MIS - Dash Board preparation, Fortnight Dash Board report & Monthly Operations deck data extraction and Analysis

# EDUCATION

#### B.COM (08/2007 – 06/2010)

*DG Vaishnav Collage, University of Madras*

#### Certiﬁcates of appreciation received from the client for my distinguished contribution

Bagged Numero Uno award as individual contributor under the operations summit award category

Process restructure design at Iberia Airlines (11/2017)

Spain

#### ERP Migrations & Knowledge Transfer at IAGGBS (02/2018)

Poland