Renukarjun

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# Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career as well as organization goals

# Educational Qualification

* M.B.A Finance (2010-2012)- Anna University, Tamil Nadu, INDIA with (CGPA-7.8/10)
* B.C.A (2007-2010)- Thiruvalluvar University ,Tamil Nadu, INDIA with 66%

# Work Experience

* Worked as a Accounts and Audit Assistant in M.S. PANDIAN & CO [Chartered Accountant], Chennai from January 2015 to August 2015
* Worked as a Process Associate in STERIA India Ltd, Chennai from October 2012 to October 2014

# Achievements

* Got “STAR “(Special Thanks and Recognition) Award for the month of April 2013
* Got SPARTAN award for high performance during the month of Mar 2014
* Received many appreciations from both clients and vendors for solving their queries
* Received value card for handling the queries in quick TAT
* As a team representative, travelled to Delhi for Two weeks and given orientation to 12 members team regarding Process Transformation.

# Academic Projects

**Main Project:** A study on “RECEIVABLES MANAGEMENT” in ABI - Showatech (India) Ltd., (TVS Group)

**Mini Project:** A study on “EMPLOYEE SATISFACTION TOWARDS HEALTH, WELFARE, SAFETY FACILITIES” in ROLLTECH ENGINEERING (TVS group)

# Professional Experience

**Organization I:**  M. S PANDIAN & Co [Chartered Accountant]

**Duration:** Jan 2015 – Aug 2015

**Designation:** Accounts & Audit Assistant

**Roles & Responsibilities:**

* Analysis of draft financial statements
* Vouchering of Various Books like purchase book, Cash Book and Journal
* Cash Book & Petty Cash Maintenance
* Maintained accounting transactions
* Maintained accounts and database & Book Keeping
* Administer cash payments, expenses recording and petty cash reconciliation
* Deal with Debtors/Creditors for A/c Reconciliation
* Bills Receivables & Payables
* Preparing Statement Receipt and Payment Account
* Monthly bank reconciliation and Finalization of Accounts
* Participated in accounts payable processes like examining and auditing documents of accuracy
* Good knowledge in excel
* To know about Direct & Indirect Taxation
* Maintain the Accounts Payable unit
* Updating Purchase & Sale entry in tally
* Reconciliation of Sundry Debtors & Creditors
* To work in Internal Auditing

**Organization II:**  STERIA India Ltd ( Financial Shared Service)

STERIA India LTD is a leading provider of IT-driven business services. Steria India Ltd came into existence due to acquisition of Xansa (India) Ltd a UK based CMM Level 5 Company. The company is primarily engaged in the fields of Business and Technology Consulting, IT Implementation, IT Outsourcing and Business Process Outsourcing. Steria has presence in India, Europe, UK and other countries.

**Duration:** Oct 2012 – Oct 2014

**Designation:** Process Associate

**Roles & Responsibilities:**

* Accounts Payable Cash Forecasting and Analyzing Variances.
 \* To forecast the Payments on Weekly basis and send the report to Treasury Management.
 \* To reconcile the payments on weekly basis and reporting to Treasury Management Team

 \* To analyze the Actual payment with budgeted and circulating the report.

* Setting up and amending the contracts in oracle
* Setup and amend the vendor accurately to avoid the payment problems.
* Efficiently validating the invoices to avoid wrong payments
* Validating the payment terms for each vendor based upon the contract signed.
* Invoice processing and reconciliation
* Processing purchase orders to vendors upon requisition request
* Creating purchase orders on behalf of requester & delivering to suppliers
* Creating purchase orders in another platform called GFP
* Uploading CISCO purchase orders in a web site
* Handling queries and calls raised by clients/suppliers
* Doing 100% QC at regular intervals to ensure that the process is stable & error free
* Performing Final Close for PO based on requests received from client
* Performing Requester Name changes
* Handling requests relates to OUC changes
* Participating actively in year-end queries
* Good E-Mail handling
* Vendor set-up & maintenance
* Preparing cash forecasting, MIS report, monthly metrics & circulating SLA status to higher management and client
* Preparing audit programs with client consultation

# Competencies

* Possess strong analytical and problem solving skills
* Resourceful in the completion of projects
* Highly trustworthy and Quick learner
* Possess in-depth knowledge of various sub-processes in Accounts Payable
* Complete knowledge of finance and accounts & up to finalization of books of accounts.

# Technical Skills

* End User in Oracle 11i
* Having knowledge on Tally ERP 9 & Visual Basic
* Proficient in MS Office package and Outlook
* Type Writing Junior level – First Class

# Personal Details

Languages Known : English, Tamil, Telugu and Hindi(Basic)