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| **NAME:** Sudhakar**E-Mail:**Sudhakar.372941@2freemail.com Personal Data**Date of Birth :** 22nd May 1990**Sex :** Male**Nationality :** Indian**Marital Status:** Married**Languages Known:** English, Tamil & Telugu | ObjectiveTo seek a challenging job that will give me platform to combine ability and utilize my knowledge towards the best.Academic Record1. **B.Com** (S.T Arts and Science College) from 2008 to 2011.
* **Higher Secondary** (Princess Mat. Hr. Sec. School) from 2006 to 2008.
* **10TH Standard** (Princess Mat. Hr. Sec. School )

EXPERIENCE SUMMARY : **Recent Employment :-** **Organization:** DXC Technologies (Old Name: Hewlett Packard)**Designation:** Financial Associate III **Applications :** SAT, JBA **Duration:** 28th May 2014 to 6th June 2017.**Job Profile**:* + Verify that transactions comply with financial policies and procedures
	+ Review invoices from JBA and SAT.
	+ Maintaining TAT on daily basis.
	+ Handling client emails and vendor queries.
	+ Generating daily reports and status has been shared to clients.
	+ Received Star Performer Award for maintaining production with quality
	+ Issue payment on daily basis with client approval.
	+ Create payment file on weekly Basis and upload in bank upon client approval.

**Previous Employment :-** **Organization:** IQ Backoffice India Pvt. Ltd **Designation:** Senior Process Associate **Applications :** SAP, Archimedes **Duration:** August 10th 2011 to 26th May 2014**Job Profile**:* + AP process for leading clients in US.
	+ Processing manual payment for immediate transactions.
	+ Review invoices, check requests, statements.
	+ Allocating work to associates and maintaining the team to complete the work before EOD with quality.
	+ Handling client emails and vendor queries.
	+ Vendor Statement reconciliation.
	+ Managing month end process.

Technical Skills**Operating System**: Windows Family**Packages** : MS Office & Tally 9.0Competencies1. Fast Learner.
2. Organized and well-structured at work.
3. Independent and self-motivated.
4. Good team player.
5. Honest, Sincere and a Hard Worker with a high level of Integrity.

Declaration:I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.  |