|  |  |
| --- | --- |
| **NAME:** Sudhakar  **E-Mail:**  [Sudhakar.372941@2freemail.com](mailto:Sudhakar.372941@2freemail.com)  Personal Data  **Date of Birth :** 22nd May 1990  **Sex :** Male    **Nationality :** Indian **Marital Status:** Married **Languages Known:** English, Tamil & Telugu | Objective  To seek a challenging job that will give me platform to combine ability and utilize my knowledge towards the best.  Academic Record   1. **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 9.0  Competencies   1. 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. |