**Bhanu**

**Bhanu.381611@2freemail.com**

**Visa status: Husband Visa.**



**Career Objective:-**

To secure a challenging position that could act as a platform to present myself as a Professional working to better the productivity of the company as well as improving my technical and interpersonal skills.

**Strengths**:-

* Ability to learn quickly and continuously.
* Flexible to work across different time zones
* Excellent team player, ability to accept new challenging job.
* Can go that extra mile to attain perfection in my work.
* Always willing to take up responsibilities.
* Excellent communication and presentation skills
* Good time management skills and ability to prioritize

**Academic Profile:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **University/Board** | **School/College** | **Percentage** | **Year Of** |  |
| **Obtained** | **Passing** |  |
|  |  |  |  |
|  |  |  |  |  |  |
| B.com | Autonomous | CHRIST COLLEGE | 81% | 2010 |  |
|  |  |  |  |  |  |
| II PUC | PU | CHRIST JUNIOR COLEGE | 86.5% | 2007 |  |
|  |  |  |  |  |  |
| Matriculation | SSLC | Ever Shine High School | 80.16% | 2005 |  |
|  |  |  |  |  |  |

**Technical Skills:-**

* SAP
* Concur & Web Expenses
* TALLY Certified Professional.
* Good knowledge on Microsoft office.

**Work Experience:-**

**Company**: **Capgemini Business Services (India) Ltd.**

**Duration**: From 28 Dec 2016 to 14 May 2018

**Designation**: Senior Process Associate. (F&A)–AP

**Job Profile:**

1. Performing Audit for T&E reports.
2. Processing of PO and Non-PO invoices with accuracy
3. Handling the Generic mail box & Service desk queries.
4. Concur expense processing & concur tool Administrator.
5. Maintenance of the approval matrix for concur on the bases of cost centres
6. Developing and maintaining the Documentation, learning log & error log.
7. Serving as back up to related process by providing support to all functional areas and resolving escalated queries of the customers.
8. Allocating the work to the team.
9. Preparing Reconciliation Reports, monthly Accruals, weekly and daily reports.
10. Knowledge transfer for the new team in Trichy centre.
11. Performing Quality check of invoices, T&E claims and rectifying the errors.
12. Identifying process improvements and ensuring their implementation by coordinating with

the Quality team.

**Company: Green Ocean International Ship Repair LLC Dubai (UAE).**

**Duration**: From 05 December 2014 to 18 October 2015.

**Designation**: General Accountant

**Job Profile:**

1. Preparation of financial reports of the company & helping in forecasting the financial requirements of the company.
2. Preparation of payroll and arranging the finance required for processing the payment.
3. Maintaining the day to day transactions of the company, through petty cash account.
4. Preparation of the Invoices as per the work done certificates.
5. Maintaining the receivables account and doing the follow up when required.
6. Maintaining the bank details of the company.
7. Handing the calls and email quires.

**Company: Neovia Logistics Services**

**Duration**: 26 June 2013 to 10 October 2014

**Designation**: Senior Process Associate (F&A)

**Job Profile:**

1. Auditing the claims submitted by the employees.
2. Accounting of the Travel Expenses of the employee of the company.
3. Processing the payment of the claims
4. Performing the administration activists of the Web Expenses.
5. Maintenance of the profiles of the employees in the Web Expenses tool.
6. Preparing Reconciliation Reports, monthly Accruals, weekly and daily reports.
7. Processing and maintaining the credit cards details of the employees

**Company**: **Capgemini Business Services (India) Ltd.**

**Duration**: From 02 Aug 2010 to 21 June 2013.

**Designation**: Process Associate. (F&A)–AP

**Job Profile:**

1. Performing Audit for T&E reports.
2. Processing of PO and Non-PO invoices with accuracy
3. Handling the Generic mail box & Service desk queries.
4. Concur expense processing & concur tool Administrator.
5. Maintenance of the approval matrix for concur on the bases of cost centres
6. Developing and maintaining the Documentation, learning log & error log.
7. Serving as back up to related process by providing support to all functional areas and resolving escalated queries of the customers.
8. Allocating the work to the team.
9. Knowledge transfer for the new team in Trichy centre.
10. Performing Quality check of invoices, T&E claims and rectifying the errors.

**Achievements:-**

* Best Performer for the month of April 2012
* Nominated for knowledge transfer for the team in Trichy
* Participated and won prizes in cultural activities

**Career Goal:-**

To grow professionally by honing my skills as well as by being a productive, well rounded, contributive member in to my employing organization.

**Personal Information:-**

Name

Sex

Date of Birth

Marital Status

Language Known

: Bhanu

: Female

: 11.09.1989

: Married

: English, Kannada, Tamil, Hindi.

