VENKATESHWARALU.S

Mobile No: 9886943776

E-mail: venkatesh2180@rediffmail.com

OBJECTIVE

To Work with the company’s business objective and deliver to its requirements by utilizing my previous years of work experience, thereby adding value to the existing organizational structure.

SUMMARY

* Over 8 years Total work Experience in Finance / Accounting
* Master of Business Administration MBA, from Madurai Kamaraj University,

PROFESSIONAL EXPERIENCE

Arctern Consulting Pvt Ltd, Nov’11 – Till date

**Dept: Finance & Accounting**

**Designation: Sr. AP & AR Recon Analyst**

**Work Profile:**

* Processing Invoices – PO Invoice & Non PO Invoice
* Processing same day Check request.
* Ensuring and timely processing of accounts payable activity
* MIS reporting for both internally and externally, in effective manner
* Follow established metrics of Accounts Payable activity
* Accounting and Reporting through TL
* Expertise in Account Receivable, Accounts Payable and Reconciliation
* Resolve issues on a proactive basis with in-house staff & corporate staff
* Ensure all issues have been escalated accordingly with guidelines
* Perform all other duties as assigned
* Updating accruals on monthly basis
* Manual Expenses processing

Capgemini Services PVT LTD Jun’10 – NOV’11

**Dept: Finance & Accounting**

**Designation: Accounts Receivables (OTC)**

**Work Profile:**

* Responsible for processing Accounts receivables activities; Invoicing, Cash application, chasing, checking for daily bank statements and reconcile.
* Reconciliation period end reports, weekly reports, Quality check.
* Coordinating day to day activities, it includes assigning the work based on the priority to the team and played major role in maintaining the team Quality 100% accurate.
* Chasing the customer through call and email for queries and remittance.
* Responsible to handle the Accounting activities like
* Collecting the data from GL and AP and preparing the reports.
* Handling the daily reconciliation based on the reports from AR & AP
* Cash to Actual report
* Provide complete information to the Supervisor related to client Manuals and Specifications.
* I have been the Validator to the Daily activities performed by colleagues

Accenture Service PVT LTD APR’07 – JUN’10

**Dept: Finance & Accounting**

**Designation: Account Receivables**

**Work Profile:**

* Posting the journals in SAP
* Allocation of payment on daily bases cash & credits
* Preparing the month end reconciliations
* Sending various MIS reports on monthly basis
* Preparing the ageing tracker and chasing the same
* Resolving the queries from the clients and other processes
* Preparing Trackers for the team for keeping control on the Accounts
* Investigating the outstanding items with team as well as with the Bank and clearing the outstanding

EDUCATION

* Master of Business Management(MBA) in MKU Affiliate to Madurai Kamaraj University
* Bachelor Degree in Commerce (B Com) in KRLS Affiliated to Bangalore University.
* P.U.C in Govt. P U College Affiliated to Department of Per-University Board
* S.S.L.C in V.N.P.& H School Affiliated to Karnataka Secondary Educational Board

Achievements & Honors

**Zen Master Award** – for the Outstanding Contribution to team performance and reducing the Errors in the Daily Activity.

MY STRENGTHS

1. Self motivated 4. Active, Team-player
2. Quick learner 5. Patience & Honest
3. Self-Confidence 6 Willingness to learn
4. Maintain good relations with people

PERSONAL DEATAILS

Date of Birth 21th March 1980

Gender Male

Marital Status Married

Nationality Indian

Hobbies Sports, Music

**Present Address:**

VENKATESHWARALU.S

No. 256, 15TH Cross, Domlur Layout,

Near inner Ring Road,

Bangalore– 560071.

*DECLARATION*

I hereby declare that the above information and particulars are true and correct to the best of my knowledge and belief.

Yours Faithfully,

Place :

Date :

**(VENKATESHWARALU)**