

RESUME

J.SHARMILA WILLIAM

Visakhapatnam

Andhra Pradesh, India.

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OBJECTIVE:

To prove myself dedicated and energetic as a knowledge person in a progressive organization, which gives me scope to apply my knowledge and skills and be a member of a team that dynamically works towards success and growth of the organization.

Summary of skills :

- Close familiarity with the Working Skills.
- Ability to tune my abilities as per the need of my domain.
- Great dedication towards the profession with high degree of passion for achieving targets.
- Strong command over English communication and comprehension skills.
- Competent enough to work in a team and independently.

EDUCATIONAL PROFILE:

M.COM(Hons.) from Berhampur University in 2012

B.COM(Hons.) from Khallikote autonomous college Berhampur in 2010.

COMPUTER SKILLS:

Proficiency in ERP, SAP and MS office.

EXPERIENCE:

Worked as an Executive in HRSS process (Employee Reimbursement) at WIPRO TECHNOLOGY VIZAG from March 2013 to 31st March 2019.

RESPONSIBILITIES:

- Processing employee's reimbursement claims for pan India Wipro employee.
- Posting the claims in SAP by using certain T-codes for further processing.
- Double-checking the entire payment entries by using multiple SAP T- codes before further processing.
- Instructing the banking team for final correct payments to employees.
- Processing Ajim Premji foundation claims by using ERP tool.
- Handling teamwork like work allocation to the teammates and getting the work done by EOD.
- Imparting Training to new trainees.
- Documentation and co-ordination of entire team Utilization reports and different other reports in the Excel to the respective managers.
- Handling Escalation cases through calls and emails.

- Taking extra initiative for process improvement and handling multiple tasks in employee reimbursement process.
- Taking care of fraud cases and reporting to manager for background verification.
- Preparing reports related to profit or loss incurred in the specific quarter in the ER process & providing ideas for further improvement.

CORE COMPETENCIES:

Action oriented + Creativity+ Drive for results+ Research & Analytical+ Organizing+ Personal learning and development+ Planning+ Time management+ Leadership Qualities+ Self Motivated + Optimist+ Motivated to work under pressure + Quick Learner

PERSONAL PROFILE

| | | |
|-----------------|---|-----------------------------------|
| NAME | : | J. Sharmila William |
| DATE OF BIRTH | : | 24-12-1989 |
| NATIONALITY | : | Indian |
| MARITAL STATUS | : | Married |
| LANGUAGES KNOWN | : | English, Hindi, Telugu and Oriya. |

DECLARATION:

I hereby declare that the information furnished above is true to best of my knowledge and belief.

DATE:

PLACE: VISAKHAPATNAM.

(J. Sharmila William)

