**Deepika Ravindran**

**Contact:** +91 9620823358 **E-mail:** deepika.r88@gmail.com

**Seeking assignments in Operations Management / Business Analysis/ Data Management with an organization of high repute.**

**Objective**

Intend to build a dazzling career by utilizing my skill and abilities gained through my experience in the field of Finance and Accounts and explore new domains and enhance my knowledge that offers professional growth while being resourceful, innovative and flexible for the mutual development of the organization and myself.

**Professional Preface**

* A dynamic professional with 5 plus years of rich experience in Accounts payable and R2R.
* ***Previously associated with Accenture, Bangalore for R2R process as General Accounting Ops Associate.***
* Expertise in managing the operations with key focus on optimal utilisation of resources. Result oriented record of streamlining the working SLA’s.
* Experience in journal postings in HFM and SAP, Invoice processing, Blackline Reconciliations, Suspense account reconciliations, Share capital reconciliations and various other reconciliations and report preparations along with management of queries arising from the onshore finance partners.
* Expertise knowledge in areas of financial reporting and month end, quarter end, half yearend and year end reporting.
* Demonstrated excellence in processing of journals, invoices and subsidiary reconciliations.
* 4.3 years of knowledge in Accounts Payable.
* 1.4 years of knowledge in General Accounting.
* A proactive learner with a flair for adopting emerging trends and addressing industry requirements to achieve organisational objectives and profitability norms.
* Sound knowledge in tools such as PRT, Citrix (APM), SAP, HFM, Smartview and Blackline.

**Career Conspectus**

* **From October 2015 to February 2017 with Accenture BPO, Bangalore as General Accounting Ops Associate.**

**Client: National Australian Bank (NAB)**

**Accountabilities**

* Worked with Customer Products & Services (CP&S) team in performing various reconciliations and reports for the month, quarter, half year and year end close and posted journals in SAP & HFM.
* Updating commentaries for the Stat Balance Sheet & liaise with onshore “Delivery Support Team” to provide commentaries on the movements above the threshold limits in different business segments.
* Analysis of validation breaks and post disclosure journals to clear the validations above tolerance level.
* Perform various reconciliations such as Asset Transformation, Suspense Account and Share Capital Recs.
* Preparation of certain reports that would be shared across to the onshore delegates.
* Preparation of half year and year end Board Reports (executive summary) for the onshore finance partners which would later be submitted to the company secretaries and then be used in the board meetings and for the Annual Result Announcement.
* Proactively involved in training and guiding new joiners thereby ensuring back up for every task performed.
* Act as a backup for the supervisor by assigning work to the team, handling queries and escalations and plan & coordinate with the team in order to get the work completed.
* Contributed to meeting SLA’s with Green pass month on month during my tenure.
* Flagging out any kind of issues foreseen to the supervisor and the onshore finance partners there by setting expectations and eliminating any kind of communications gaps.

**Technical Skill**

* **Office Tools/ERP:** HFM, SAP, Blackline, Ms Office (word, excel, PowerPoint) and Internet Explorer.

**Attainments**

* Successfully innovated and implemented process improvement ideas.
* End to end training conducted for new joiners.
* Received Accenture’s “Core Value Champion” award for the month of March 2016 for adding client value by showing excellence in managing volumes within the timelines and with high quality by taking end to end ownership of the tasks performed.
* **From Aug ’2008 to Oct’2012 with Accenture BPO, Bangalore as Process Analyst.**

**Client: Thomas Cook**

**Accountabilities**

* Worked with Accounts payable team by supporting & reducing the discrepancies.
* Ensuring that the day to day work is allocated and completed.
* Handling the escalations from the client and on behalf of the team.
* Process Document creation.
* Perform the QC and interface activity on a daily basis.
* To support the team members in achieving their target by identifying the areas of improvement
* Query Management, both supplier and Client queries
* Preparation of required reports on Queries for sharing with business.
* Training the new joiners about the process.
* Submission of daily report on team productivity to Team lead/Manager on daily basis.
* Conduct huddles on a daily basis.
* Ensuring the payment to suppliers on or before due date without escalation.
* Handling Pre-Payment activities.
* Reduction of debit balance of suppliers.
* Handling team members’ queries, which arise in the various steps of processing.
* Ensuring the payment goes to the supplier on the scheduled date without delays.
* To implement new ideas in the process which effects in cost reduction saves time and control over process.
* Handle invoice processing.
* Performing Quality control activities and ensuring defect free processing of invoices to meet SLA.
* Preparing daily report and provide the status of process to the management.
* Worked on the vendor reconciliations, clearing open items, identify any overpayment/ duplicate payment and recover the same.
* Preparation of metrics and dashboards and performance evaluation of team members through periodical reviews.
* To keep the team leader updated on any sort of issues/potential risks.

**Technical Skill**

* **Office Tools/ERP:** PRT, APM, SAP, Ms Office (word, excel, PowerPoint) and Internet Explorer.

**Attainments**

* Received Summit Award twice for initiative taken on QC and interface activity and control of huge volumes.
* Received “Spot Award” for processing the high volume of invoices for clearing the back log.
* Successfully innovated and implemented process improvement ideas.
* End to end training conducted for new joiners and Performing quality checks on the reviews done by new joiners.

**Personal Skills**

* An efficient team player & work independently with minimum supervision.
* Skill to train subordinates on all the aspects regarding the organization.
* Self-confident, hardworking, dedicated resource.
* Willingness to learn and share the same.
* Ability to work under utmost pressure and abiding with stringent timelines by staying on par with the quality and volumes of tasks performed.

**Academic Credentials**

|  |  |  |
| --- | --- | --- |
| Qualification | Institution | Year of Graduating |
| PGDBA | Symbiosis Center for Distance Learning | 2012 |
| B.B.M  &  Diploma in E-Commerce | Maharani Lakshmi Ammani College for Women | 2008 |
| PUC | Sheshadripuram Composit PU College | 2005 |

**Personal Dossier**

**Name**: Deepika R

**Date of Birth:** 07th March 1988

**Nationality:**  Indian

**Marital Status:** Married

**Gender**: Female

**Linguistic Abilities:** English, Hindi, Malayalam, Kannada, Telugu and Tamil.

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

**Date: (Deepika R)**

**Place: Bangalore**