

Resume

S. NAGA HARINI

E-mail: nagaharini17@gmail.com

Mobile: +918106523495

To work in a creative and challenging environment, where I can constantly update my knowledge & skills and successfully deliver solutions to problems in financial accounting.

STRENGTHS

Willing to learn and adapt to new challenges. Willing to take up responsibilities. Self- motivated, very quick learner and team player, excellent work ethics with strong analytical qualities. Positive Attitude, Dedication towards work, Fast learning ability and belief in team work.

PROFESSIONAL PROFILE

- A Post Graduate with M.Com with 3+ years of experience in accounting field.
- Committed to implement Quality improvement techniques that drive business operations to success.

TECHNICAL SKILLS

- Operating Systems : Windows XP / 2000 / NT/ 9x.
- Packages : Oracle 11i, MS Office,SAP-R25

Experience

Stay-at-Home from March-2015

2015-Present spent 5.5 years parenting a boy baby. Now eager to return to pursuing a full-time Career.

- Worked in online paid survey(YouGov)
- I have worked in school

Hewlett-Packard Global e - Business Operations -Chennai

03 Jul 2013 –5 Mar 2015

Client : PDL Brickyard
Position : Process Associate –II

Roles & Responsibilities:

- Preparing Blocked Reports
- Auditing the Non-PO and PO invoices daily basis
- Preparation of productivity tracker on monthly basis
- Preparing Audit after entry on weekly basis
- Sending mails on required invoices for blocked
- Analyzing the PO's on blocked invoices
- Preparing parked report and sending follow-ups
- Create back up plans for all the activities performed by the team members to ensure business continuity

- Providing the solutions for the process related issues
- Responsible for performing Month-end activities & ensuring the smooth closure of Accounts for the period.
- Managing the day to day activities of the team, Step-in and resolve the issues faced by the team on day to day basis & Work Allocation
- Uploading reports on Collabsites

ADITYA BIRLA MINACS WORLD WIDE Ltd - Bangalore

04 Aug 2011 – 04 Mar 2013

Client : TTSL and Birla Sun life Insurance Co.Ltd
Position : F&A Operations Executive.

Role & Responsibility:

- Processing Invoices on daily basis
- Responsibility for query handling and attending the Client Calls on Daily basis
- Formatting & Preparing the reports for Month end Accruals
- Preparation of invoice processing daily reports
- Handling Vendor and Employee mails
- Preparing Petty cash Reconciliation during the Month End.
- Responsible for complexity invoices for Audit Queries
- Preparing daily productivity reports to Management
- Preparing Weekly Tracker in detail for outstanding invoice
- Identify issues and address / escalate them in a timely manner for quick resolution
- Work allocation to the team members and preparing productivity report
- Monitoring the new joiners
- Email checking & handling vendor queries/escalations
- Preparing QC report on daily basis.

Achievements in Aditya Birla Minacs worldwide Ltd:

- Consistently achieved 100% in the Accuracy for processing invoices
- Appreciated many times by the client for resolving issues and zero error

ACADEMIA

- M.Com from Dr.Ambedkar Open University, Kadapa – AP.
- MBA from YV.University, Kadapa – AP.

PERSONAL DETAILS

Date of Birth : 10- Aug-1987
Languages : English & Telugu
Marital Status : Married
Citizenship : Indian
Current Address : H.No: 4/206
Backside ayyappa swamy temple
Annojiguda , Ghatkesar
Medchal Dist- 500088
Telangana

Date:
Place:

S. Naga Harini

