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| **V. Madhan**27, 9th Street, Vinoboji nagar 7th main road , Hasthinapuram (Chrompet) Chennai- 600 064. |  Mob : 9843442442 |
|  Email : madhan\_017@yahoo.com  |
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**Career Objective:**

Aim to be associated with progressive organization that gives me scope to update my knowledge and skills in Accordance with the latest trends, and be part of the team that works dynamically towards the growth of the organization and gain satisfaction thereof.

**Experience Summary 1:**

**GENPACT** - Management Trainee

**Responsibilities in GENPACT:**

Working in “**Management Trainee** “since Dec 2019 to till date.

Coordinating P2P- **Accounts payable** of Europe company with onshore AP for the below process.

* Partial team supervising for Invoice Processing and audit team.
* Processing the emergency invoices, Indexed the invoices using verified tool.
* Handling business queries, statements analyzing and E-mails handling.
* Doing SLA Reports (Payment on time reports) and pending on-Hold Invoice Status.
* Reaching business contacts for discrepancy invoices, gets approval modifying the Price & Quantity Issues in vendor wise.
* Improved A/P approval process to avoid late fees.
* QC done on team member’s production for all company codes.
* Allocating targets to team members on daily basis, process training given to the new associates and clarifying the all process related queries.
* Attended duplicate analysis training for all company codes.
* We work with below Software:  **1. SAP 2. DIP**

**Experience Summary 2:**

**DXC TECHNOLOGY**- Senior Assistant Accounting (FA III)

**Responsibilities in DXC Technology:**

Working in “**Senior Assistant Accounting”** since Apr 2011 to till Nov 2019.

Coordinating P2P- **Accounts payable** of US& Europe company with onshore AP for the below process.

* Done a Lean sigma yellow belt project for discount realization.
* Attended RPA training for process automation.
* Partial team supervising for Invoice Processing, Statement.
* Processing the Emergency invoices, payments and E-mails handling.
* Preparing Daily Metrics, Weekly Metrics, Weekly net off activity.
* Doing SLA Reports and Pending On-Hold Invoice Status.
* Preparing weekly reports and monthly reports.
* Parked and Blocked report, Messaging Queue Escalation CA07 (weekly report).
* IDMS vs Sap mismatch report, Baseline date mismatch report, Auto post report.
* Z block removal daily activity, Daily checking of foreign payment invoices.
* Reaching Vendors for discrepancy invoices, gets approval modifying the Price & Quantity Issues in OA.
* Preparing and analyzing monthly activities in PowerPoint for team.
* Process training given to the new associates and clarifying the all process related queries.
* Doing QC and allocating targets to team members on daily basis.
* Measuring the team productivity details and reporting to next level authority.
* We work with below Software: **1. SAP 2. IDMS & JDE (oracle)**

**Experience Summary 3:**

**QUIBUS RESOURCES INDIA PVT LTD -** Accounts Transaction Executive (Jan 2009 – Apr 2011)

**Responsibilities in Quibus:**

Working as an “**Accounts Transaction Executive**” since Jan 2009 to till Apr 2011.

Coordinating **Accounts payable** of US company with onshore AP for the below process.

* All the Invoice details are manually reviewed and valid to complete the document for payment.
* We have handling approval documents because the documents are requiring approval (ex. Non PO and Blanket PO).
* Maintaining the Exception queue. Invoices are routed to client via exception for all the process and payment queries.
* Non PO document are routed to client via approval item for his approval and GL code information for payment.
* Handling all the invoice mismatching details of the final extract processing to the Oracle Software.
* Documents are processing and verifying the PO and NON PO invoices for payment.
* All the client instructions I have send to mail and discuss with the team members to avoid the errors and improve the team’s performance.
* We deal with two type of Business Process: 3 Way Matches, and 2 Way Matches
* I am doing the below roles and responsibilities in Quibus Resources.

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| Review documents | Return documents | Exception documents | Error Queue documents |

* We work with two Software: **1. Oracle 2. Archimedes**

**Experience Summary 4:**

**CABLE TELEVISION NETWORK (CTN)**

Own business (Jun 2007 – Jan 2009)

**Responsibilities in CTN:**

Worked as a Maintaining the channel and subscriber details.

* We are bill processing of advertisement and the subscriber’s monthly rental.
* Preparing and updating statements for all the customers.
* Handling vouchers for customers.
* Maintaining subscripting details for channels.
* Verifying the data base.

**Academic Qualification:**

 Degree - **MCA**

 Institute - Alagappa University, Karaikudi

**Computer Qualification:**

 Operating Systems - Windows 98 / 2000 / XP, Dos

 User Software’s - MS-Office (Word, Excel, PowerPoint)

 Data Base - MS-Access, Oracle, My SQL, Data warehousing

 Web Technology - HTML, Designing tools

**Personal Details:**

 Name - V. Madhan

 Father’s name - MP.Veeraiah

 Date of birth - 26-sep-1982

 Marital status - Married

 Nationality - Indian

 Language known - Tamil, English, Telugu

 Permanent address - 20/35, Thiyagi Sethu Ramachandran Street, Sivagangai – 630 561.

**Declaration**

I hereby declare that all the instruction furnished above is true to the best of my knowledge.

**Date:**

**Place: Signature,**

 **(V. Madhan)**