**CV - Saranya Kothandaraman**

**CAREER OBJECTIVE**

Myself Saranya Kothandaraman Finance and Accounts professional with 7+ years of work experience with MNCs like Infosys and MAERSK, Capgemini, Accenture seeking a suitable opportunity which gives me a enhance and apply my analytical skills, ability to identify and follow financial trends leading to the development of the company and also my professional growth joined as Application Development Analyst at Accenture since August 2017 to August 2020.

Good working knowledge in Finance and Accounting process in the SAP-R3 Fl/CO domain since 2013.

**Language proficiency**: English (fluent), Tamil and Telugu (native).

**Relevant Experience:**

 \* Having Good exposure in SAP FI/CO end user from start to end Finance& Controlling procedures such as GUAR, Intercompany Controlling - 10, Product Costing, Reconciliation and knowledge of SAP modules Iike inhousecash, Bank accounts. Willingness to work new technologies within SAP FICO area.

\*Having Good Knowledge in AR/AP workflows & Intercompany reporting, BRS reporting ,Black line reports and Errors rectification in posting process by using in SAP.

\* Process migration and integration centralized new projects from various GSC.

**Technical Skills:**

* **Ms- office ( Word, Excel, Access, Power point).**
* **Database Management System (DBMS).**
* **Have an adequate knowledge with ERP-SAP,** finance end user and **Oracle JDE 1.0**
* Good exposure in preparation of work instructions and project reports.

**TOTAL EXPERIENCE: 7+ years**

**CAPGEMINI Technology services India Ltd (Bangalore) Duration: May 2017 to Aug 2017 (Client: Luxury Brand Market leader in Cosmetics and Personal Care)**

**Job Position : Senior Associate**

**Department : R2R**

**Function : Finance and Accounting**

**RESPONSIBILITIES: R2R**

Creating Journal entries respectively for the claim request submitted by the distributors-

•Preparing Customer (AR reconciliation), Sales reconciliation under inventory and Product costing.

•Preparing Customer data’s and open items reporton month end-

•Accruals postings & release of accruals.

•Creating BRS reporting for monthly basis in customer books.

• Preparing Customer KPl's and SLA Reporting on every Week End.

 • Download Bank statements from Citi bank, Chase and other Customer websites and Upload Bank Statements manually by using Oracle J E.

**MAERSK GSSC Duration: Oct 2014 to Mar 2017 (2.4Yrs) Client: Shipping Market Leader)**

**Job Position : Senior executive**

**Department : ICP COE (FNA – ATR) End to End**

**Function : Finance and Accounting**

**RESPONSIBILITIES: ICP COE, Cash and Bank COE**

* By **matching debits and credits** after various analysis on the line item. **Creating invoice and Credit memos** respectively for the claim request submitted by the distributors after auditing the line items for intercompany.
* Upload Bank Statements manually by using SAP.
* Preparing **Daily cash balance report** with bank deposits **and SAP Database** by using SAP.
* To focus mainly to clear the aged 60+,120+, and 360+ line items.
* Preparing **AR/AP workflows Reporting and maintaining KPI’s Report on every Week End.**
* Processing multiple bank account receipts from **Offset on customer accounts using by SAP.**
* Process has been migrated and grabbed centralized new projects from various GSC.
* Handling projects on DRC & Non-operational recharges TNMM processing.
* **Intercompany plug report (AR&AP)** - Analysing, investigating and resolving the mismatched line items.
* **Accruals postings** & release of accruals.
* Creating **IPO for agency to liner and liner to agency** via IHB.
* Creating **BRS** reporting for weekly and monthly basis and preparing **Black line reports for monthly** basis for both Agency and Liner.

**Key Achivements**

* Handling Clients calls on weekly basis and assisting on the payment status. Delivering Month end reports.
* Represented as a Spoc for Black line (BRS) more than 10 Global-wise countries.
* Received Going the Extra Miles Award for successful takeover of critical countries and maintaining 3 days and smoothly handover the tasks and supported team on black line sign off during migration phase.

**Infosys BPO Ltd, Chennai Duration: May 2013 to Oct 2014 (1.5 Yrs) Client: Global Market Leader in Electronics/ Personal and Health care industry)**

 **Job Position : Junior Accountant**

 **Function : Accounts Receivable (OTC)**

**RESPONSIBILITIES**

* By **matching debits and credits** after various analysis on the line item.
* Submitting **journal Entry and clearing line item**, provided customer deduction is **valid**.
* Submitting **(Bill Back**) to the customer, provided customer deduction is **invalid**.
* **Creating invoices and Credit memos and Debit memos** respectively for the claim request submitted by the distributors.
* Processing multiple bank account receipts from **Lockbox, In Housing Cash, ACH and Offset on customer accounts using by SAP.**
* Good knowledge of applying **credits & debits payments, returns items, adjustments and wire transfers.**
* Preparing **Misdirected Cash Reporting on end of working week.**
* Making decisions with clear authority to **write off balances** according to strict guidelines**.**
* Preparing **Unidentified Reporting** on every **Weekly Basis and Month End Closing.**
* Uploading **all backups and tracker details into share point.**

**Additional Responsibilities:**

* Errors rectification in Posting Process, Performing the Quality Check for all the team members in Posting Process.
* Represented as QC SPOC for the AR Team.
* Monitoring and ensuring the timely updation of Qc (Quality Check) data by all the product divisions in the team and timely reporting of the various errors committed and rectified by the Processors.

**Key Achievements**

* Handled the team successfully and efficiently when there was attrition in the team and was able to stabilize the team with new comers within a short period.
* Received appreciation from client for Offsetting without any errors and Quick Turn Around Time while processing critical customers before 24 hours TATK.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Year** | **Cours**e | **School/College** | **Percentage** |
| 2011-2013 | M.B.A (Finance &Hr) | MOP Vaishnav College for Women, Chennai. | 70% |
| 2008-2011 | B.Com (Corporate Secretary ship) | Guru Shree Shanti Vijai Jain College For Women(Madras University) | 80% (Disnt) |
| 2006-2008 | Higher Secondary School | Corporation Girls Higher Secondary School,Chennai-11 | 73.25% |

* **PROFESSIONAL EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Company** | **Department** | **Project duration** | **Role** |
| MBA (Final Project) | Canara Bank | Loan Section | **2 Months** | Trainee |
| Internship | HCL TECHNOLOGIES LTD | HR | One and a Half month | Recruitment Team |
| Project (UG) | TNPL | Secretarial Department | One and a half month | Trainee |

**SOFT SKILLS COURSE**

* A six month course in Event management from the Gssjc College.

**LANGUAGE SKILLS**

* English as a business language.
* Tamil and Telugu as a native language.

**TECHNICAL SKILLS**

* MS – OFFICE (Word, Excel, PowerPoint)
* Database Management System (DBMS).
* Have an adequate knowledge with **ERP - SAP Finance End User** on **Accounts Receivables.**
* Good exposure in preparation of **Work Instructions and Project Reports**.

**DECLARATION**

 I do hereby declare that the information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**SARANYA K.**