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| **S.JAYASHREE.** Mobile: 7093287817. Email Id:jayashree.0529@gmail.com. **Carrer Objective:** To secure a challenging position in an organizantion to expand my learnings,knowledge and skills.  **Over all Experience** : **4 Years 4 Months** Company: Novartis Work Experience: Accounts Payable T&E Analyst  **Process :Quality / Internal/External Audit and Accounts payable**, **Duration: July 2017 to till date*** Perform accurate validations on the Reports submitted by the Representatives in Concur through Medical event
* Support the Representatives to ensure AP invoices / T&E claims are processed in accordance with KPIs and that queries are resolved within agreed timescales
* Post invoices with the correct vendor number, location in an ACT manner
* Quality assurance in the Audit process of expense reports performed by the T&E Analyst
* Ensure alignment with Infineon TE Processes, Guidelines and Working Instructions
* Effectively took the responsibility of CE audit.
* Provide pre-audit back-up support when necessary
* Analysis of Top Spend by Employee entered in SAP Concur comparing the info with Attendees Document Sheet (ADS).
* Efficiently and effectively execute the auditing of expense reports ensuring adherence to company policy
* Ensuring data/records are kept up to date through accurate data checking, classification, reporting, input, filing and database management
* Compiling metric reports for audit team
* Assist employees with expense related questions concerning policies and system usage
* Audit employee expense reports for compliance with company policy
* Respond to emails in the shared expense mailbox
* Support with Concur upgrades, enhancements and issues. Support on all projects, particularly during the scoping and testing phases
* Effectively took the responsibility of ACT corrections.
* Co-ordinate with the Representatives in case the expenses report has been rejected.
* Co-ordinate with Area Sales Manager when the reports are approved.
* Assist in driving Key Performance Indicator improvements through training and business support activities
* Quality assurance in the Audit process of expense reports performed by the T&E Analyst
* Performed internal/external audit checks and provied data in Excel sheet and present in PPT and explain to clients through calls and emails as per clients convenient.

**Novartis Professional Achievement:*** Active Participant in all the Learning Programs and events.
* Volunteered for 3 years an event at Novartis Avishkar, Choreographed for flash mob for that event.
* Trained and mentoring new team members
* Helped in review process in absence of 2 reviewer to avoid escalations and got appreciations
* Got appriceations from Clients for not having any escalations in ACT corrections
* Rewarded for volunteering Rainbow events at Novartis.
* Through Novartis Photographyed for Cancer Run event for 2 years and got appreciations
* Got appriceation from Global head for completing the work before the TAT given.

 Company: Cognizant **Work Experience**: **MORTGAGE Claims Process Executive** **Process : CLAIMS PROCESSOR Duration: Oct 2015 to July 2017*** Submitting reimbursements as per the state guidelines
* Performs other duties as may be assigned
* Experience in working with Escrow accounts & Non-escrow accounts of

Fannie Mae & Freddie Mac Guidelines, FHA, VA,* Working with FHA/VA and Conventional loans
* Two-way verification of invoice.
* Knowledge transferred to new joiners about the process.
* Worked with high dollar amounts.
* Updating expense wise productivity to management with consolidated team trackers.
* Experience in Working on Rejection of the expenses, by verifying the reject reason.
* Ensures loans are processed in accordance with established guidelines and Truth and Lending rules/regulations
* Coordinates mortgage loan closings
* Prepares opening packages and disclosures in a timely fashion
* Order title insurance, flood and tax certificates and surveys, reviewing for problems upon receipt
* Ensures accurate printing of preliminary real estate loan documents
* Performs follow-up work as necessary to achieve conditional approval within established time frames
* Respond to all borrower phone calls and emails in a timely manner promptly and in within the timeframe established by management
* Good at searching tax statement.
* Order title insurance, flood and tax certificates and surveys, reviewing for problems upon receipt
* Performs pre-closing, post-closing, or whole loan due diligence review of legal agreements and other closing documents to terms of loan commitment

**Highlights:*** Excellent knowledge of Excel.
* Knowledge on Internet Application, MS-Office tools.
* Fair leadership skills, Self-motivated, Self-starter
* Can admit the mistakes & learn from them.
* Extremely service oriented with willingness to learn new things.
* Excellent organizational skills, detail and deadline oriented, problem solving skills and the ability to work well under pressure

 **Cognizant Achievements:*** Achieved the daily targets as per client requirement.
* Rewarded for not missing SLA and for Quality.
* Achieved in first attempt Top scorer in Client QC.
* Rewarded as ACE OF ROOKIES, 4 Spot light Awards.
* Rewarded for Face painting competition, Art and many other activities.
* Within one month Got pramoted from Non-Escrow Team to EscrowTeam.

 **Academic Profile:*** B.com (Computers): Jagruti degree & P.G College, Period of 2012-2015
* Intermediate – Group (M.E.C) from Narayana. College, period 2010-2012
* SSC from Holy Family High School

**Hobbies:*** Photography(Passion)
* Pencil art, Craft making
* Dancing, Singing.

**Stretch assignment:*** TPRM- ISRM Analyst Third party risk management( Procurment)
* Performed Assessment, identiying control gaps,risk,recommends remediation actions and track completion
* Worked on product assests processed with the given guidelinesby the team
* The form used to have many quries by the customers as per country and state guidelines used to fill the the forms respectively.
* Maintained TAT( Turn arround time) for the given countries
* Provide logistical and administrative support to the TPM Office management team
* Oversees the implementation of operational risk management policies and frameworks
* Leveraging holistic third party risk reporting as another tool in the management of third party performance

 **Personal Profile:*** Date of birth : 29-05-1994
* Marital status : Single
* Address : 1-7-888, Mohan Nagar behind ST. Pious high school, Ram nagar.
* Linguistic proficiency : English, Telugu, Hindi.

**Declaration:** I declare that the above furnished information is true to the best of my knowledge and if given an opportunity, I will do my best in the growth & development of the organization.Place: Hyderabad,Name: S.Jayashree. |