|  |
| --- |
| **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. |