# Thaslima Banu.S

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**Objective:** To be a part of the organization of high repute. To develop personal skills to grow in an organization that demands excellence and quality.

**Educational Qualification:**

| Qualification | Year of passing | College/Institution | University | Percentage |
|---|---|---|---|---|
| B.COM | 2004-2007 | Holy Cross College | Bharathidasan University | 69% |
| Higher secondary | 2003-2004 | St.Philomena's Girls Hr.Sec.School | State Board | 84% |
| SSLC | 2002-2003 | St.Philomena's Girls Hr.Sec.School | State Board | 73% |

**Professional Experience :**

1. **Organization: Tata Consultancy Services PVT LTD BPO - Chennai.**

**Duration: August, 2007 to May 2009**

**Position: Process Associate**

**Job Profile: Accounts Receivable _ Cash Application**

**About the Process:**

**Worked for US Client Nielsen Media Research Project**

Applying cash to the appropriate customer accounts.

Apply the customer payments to the bills receivables for invoices and clear the customer account.

**Role Description:**

- Analyze the payments received
- Check the lockbox for Payment received through bank website

- Applying Cash to the customer accounts.
- Maintain daily cash balance sheet report.
- Maintain Customer ledger report.
- Applying cash through SAP
- Unallocated, Partial, On account cash bookings,
- Also intercompany payments booking
- Net transfer bookings.
- Refund the over payments to customer account.
- Write off bad debts
- Reconciliation of bank statement with daily receipt report on every month end
- Escalating the issues to team leads and clients as well and rectifying with immediate solution.

Job Profile; Got Promotion to A2 level with Rating 4.5 for 5

**2. Organization**: **Working in Capgemini Business Services India PVT LTd** - Trichy

**Duration** : From March 2017 to September 2021.

**Position :** Process Associate A3 Level & SME –''Subject Matter Expert''

**Promotion : Promoted to Senior Process Associate with A4 level in April 2019.**

**Job Profile** : Accounts Receivable Order to Cash (Cash Application)

**Rewards : Won Spot awrads & Rasing Star awards & Team cash rewards from client side for best performance .**

**Role Description :**

- Applying/Posting cash invoices to the received payments in SAP user applications.
- Raising Queries for unmatched payments and seeking confirmation form credit management.
- Checking the flow of invoices from clients.
- Clearing the overdue invoices and pending payments according to the clients.
- Auditing the payments after the posting.
- Report run for customer ledger clearing after getting the confirmation clear the possible debit credits.
- Sent Weekly Unallocated & Unapplied Reports to clients
- Also Monthly Unallocated reports for all company codes handling for different business areas.
- Handling customer and client queries and do the necessaries immediately to prompt with SLA'S
- Checking and indexing the payment advices which we received from controllers and customers
- Changing the net due date of the invoices as per controllers request.
- Providing invoice copies and payment proof and bank statement for Audit purpose
- Netting process for intercompany payments.
- Move the GA payments and Vendor payments to respective teams.

- Doing Refunds to customers credit payments when the request raised from controllers.
- Raising query to Customer Master Data Team to update bank detail in the customer account for refund.
- Write off Bad debts , and also create provision for bad debts.
- Checking for cash discounts for the customers and raising query to controllers for overdue invoices to allow discount.
- Customer/vendor settlement in SAP
- Processing cheque payments.
- With holding tax bookings for the payments.
- Period end close Marking cloco _closing cock pit.
- Checking Incoming payments GL accounts for all the company codes on daily basis without miss any payments t met SLA.
- Also checking Outgoing payments GL accounts for particular company codes.
- Checking AR suspense accounts for all company codes on daily basis try to find and clear the suspense with customer invoices.
- Do regular follow ups for the unallocated and suspense account payments to clear the customer account.

**Working on Special applications like:**

- **SAP –** Cash application & Check posting & Write off & Nettings & all Other clearings
- **SERVICE NOW -** Query Raising & Indexing payment advices & handling all types of controllers **requests**
- **BPOPEN –** Cheque payments & customer ledger clearing& Refund request.
- **SLA'S –** Working on SLA files during month end close Quality Checking,

**Awards,& Acheivements:**

- **Received Raising star award for best performance in 2018 July**
- **Received Raising star award best performance in 2019 Jan & Aug**
- **Received Raising star award best performance in 2020 Mar**
- **Appreciation mails from clients for solving the issues in balancing the customer account.**
- **Appreciation mail for timely resolving the queries and best performance**
- **Get Promotion to A4 LEVEL (Senior Process Associate) in this year April 2019 with Rating 2**
- **Goal sets to Achieve next " Process lead level" working on it**
- **Skill Sets:**

Positive and flexible, Self driven and motivated, Good presentation skill, Familiar with MS office,Strong written and verbal communication skill, Team player, Strong Analytical skills, Creative and Enthusiatic, Leadership and coordination with Team members.

**<u>Languages Known</u>**:

Tamil, English both read and write.

**<u>Personal Details:</u>**

Name: Thaslima Banu.S

Date of Birth : 22.06.1987

Gender : Female

Nationality : Indian

Marital Status : Married

**Declaration**

I here by declare the information furnished above is correct and true to the best of knowledge and belief.

Thaslima Banu.S

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