

MEENAKSHI SWAMINATHAN

H.No: 24-7-3/A, Sri Balaji Tower G-4

Malkajgiri, Hyderabad - 500047

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To associate with an organization in the area of Finance /Accounts, where my knowledge and skills are utilized maximum to achieve organizational goals and prospects and provides a competitive working environment to improve myself.

KEY SKILLS

- Accounts Receivable Processes & Management
- Journal Entries & General Ledger Reconciliations
- General Ledger Accounting & Book-keeping
- Spreadsheets & Accounting Reports
- Financial Accounting & Re-class Entries
- Month-end closes

PROFESSIONAL EXPERIENCE

GENPACT INDIA PVT LTD SERVICES.

Process Developer: - January 2017 to October 2021

Record to Report Team:

- Responsible for preparation and posting of Journal Entries in SAP.
- Responsible for General ledger activities – journal postings, bank reconciliations, general ledger reconciliations etc.
- Completing account reconciliation within timelines
- Responsible for ensuring an error-free process with utmost accuracy.
- Ensure a smooth month, quarter & year end close reporting.
- Handling ad-hoc requests in a timely manner.
- Responsible for maintaining all the documents up to date for the team: Process maps, Standard operating procedures
- Initiates and facilitates the sharing of process knowledge and best practices within the team and across the engagement and is capable of impacting and influencing others.
- Mentoring new associates to enhance their skills and abilities.
- Owning escalations and resolving them to clients' satisfaction.
- Learn and implement new skills related to process & procedures from various Business Areas.
- Responsible for maintaining documents up to date for Internal and External Audit process.
- Efficient management of Generic Mail Box for Command Center and timely resolution of requests & queries.

Month End reporting activities:

- Extract raw files from various data repositories, split & post the files on daily, weekly & monthly frequency.
- Create and publish reports on the reporting interface as per business specifications.
- Recording journal entries pertaining to reclassification. Inter Co & transfer.

ACHIEVEMENTS:

- Rewarded as the Best Team Player.
- Received Best Trainee award for grasping the conceptual knowledge of the process in a quick span of time.
- Awarded '**Bronze**' of the quarter- for Q2 & Q3 2019.

EDUCATION

OSMANIA UNIVERSITY– Hyderabad, MBA in FINANCE 2018.

OSMANIA UNIVERSITY– Hyderabad, **Bachelor of Commerce** 2016.

BOARD OF INTERMEDIATE – A.P, INTERMEDIATE in **C.E.C.**2012.

BOARD OF SECONDARY EDUCATION – A.P, **S.S.C.**2010.

TECHNOLOGY SUMMARY

●MS Office (Word, Excel, PowerPoint)● Tally ● Windows (all)

ERP Applications: ● SAP ● Blackline ● Quantum ● Cash Pro ● Service Now ● Payment work Suite ● Integrity

PERSONAL DETAILS

Name	:	S. Meenakshi
Father's name	:	K. Swaminathan
Date of Birth	:	03 – May – 1994.
Nationality	:	Indian.
Languages Known	:	English, Telugu, and Hindi.
Hobbies	:	Listening Music.

Self – Assessment:

I have always been a motivated self-starter. I would like to meet at your convenience to discuss my qualification.
Should I be given a chance, I am sure of making a valuable contribution to your esteemed organization.

Yours sincerely,

(S. MEENAKSHI)