

Jeyanthi Sureshkumar

Sharjah

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00971507335692

To contribute to, your organization's success through the use of exceptional customer services, managerial, and people skills.

Work Experience

Cashier and General Accounting

M/S. Accenture Services Pvt Ltd - Chennai, Tamil Nadu

2008 to 2008

Designation - SENIOR PROCESS ASSOCIATE

51, Old Mahabalipuram Road,
Sholinganallur, Chennai - 119.

Period: 2008

Responsibilities:- Cashier and General Accounting

- Daily Allocation of Cash Receipt BACS and Cheque • Process Petty Cash and Travel and Expense Claims • Perform Bank Reconciliation on Weekly basis.

- Process and post payment by way of Direct Debit and Transfers

Mobile No.00971507335692

- Preparation of Cash Collection Sheet, BACS and Cheque, Sales Ledger and Collection

Target board present the same to Management Director and Financial Director on the Client office and other Management personnel which include both Client office and Chennai Delivery Centre.

- Allocation of Cash receipt through BACS and Cheque.

- Analyse and prepare Unallocated Cash report and Suspense report and take necessary actions so as to resolve the open aging items.

- Assist and work in line with the Client and ensure the month end process is carried on smoothly.

- Check and process the Training and Petty Cash Claims, Miscellaneous - Accounts Payable Cheque requests within the Turnaround Time and process and post the same onto accounting system under appropriate General Ledger and Cost Centre Code.

- Perform Bank Reconciliation on weekly basis and there by ensure no entries are outstanding and journal the corrective entries where ever required.

Accounts Payable

- Processing invoices within the time lines agreed and as per the SLA. • Processing BACS Proposal and payment through Direct Debit and CHAPS • Creating and amending Vendor Master File.

- Handling query through Mails and Call.

- Creating and monitoring Aged Creditors and Debit Balance report and ensure that these are maintained at minimum level possible

Designation: ACCOUNTS ASSISTANT

AUDIT EXECUTIVE

Audit Firm (Retail Sector) - Chennai, Tamil Nadu
2006 to 2006

11, First Floor, Balu Street,
Thiruvanmiyur, Chennai - 41

Period: 2006

Responsibilities:-

- Verification of Vouchers
- Verification of Bank Commission
- Verification of Validity and Scope of Insurance
- Documentation
- Verification of Account opening forms
- Verification of Drawing Power and its applicability.

Education

M.Com

Madras University
2007

B.Com

Madras University
2003

Skills

Ms office, Tally

Awards

Gold medalist

2003

Gold medalist in inter school competition in cost accounting, management accounting and taxation got distinction

Additional Information

Having DRIVING LICENCE.