

SARANYA P T

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OBJECTIVE:

To be associated with an esteemed organization that provides me a challenging career and work hard for the development of the organization using state-of-the-art technologies. Strongly believe in the power of knowledge, which has made me to strive continuously looking for avenues to learn.

WORK EXPERIENCE:

Company Name: Tata Institute of Fundamental Research – National Center for Biological Science

Job Title: Project Assistant - Accounts

Duration: January 2019 to January 2020

Key Responsibilities:

- Processing local bills, Medical bills, Foreign PO bills, Facility Bills and contingency bills and personal bills like travel, medical and student contingency claims.
- Posting complete details of the invoices in the software, submitting the processed bills for payments relating to the respective vendors duly signed by the accounts officer.
- Calculating Sgst, Cgst, Igst, Tds and Tds under Gst.
- Examining the original Bank Guarantee's and maintains record of all Bank Guarantee's.
- Sending Confirmation Emails to the banks for the assurance of BG's and releasing the BG after the successfully completion of orders.
- Sending follow up mails to the concerned department for the extension or prior to the expiry of BG.
- Keeping track of all payments and expenditures from preparing statements.
- Making direct payment from the cash book for internal staff and students.
- Preparing final statement of invoices at the end of day and submitting it for payment
- Reconciling the Bank book with Cash book every 15 days
- Processing advance payment as per the pro-forma invoice submitted by the suppliers.

Company Name: Bizhub Consultancy DMCC, Dubai

Job Title: Assistant Accountant

Duration: January 2015 to January 2017

Key Responsibilities:

- Maintaining daily cash and bank transactions.
- Generating vouchers, purchase sheet, sales sheet, cash flow and balance sheet in Excel.
- Entering all the day to day transactions.
- Reconciling the Bank statement on monthly basis.

- Preparing monthly third party inventory report.
- Handling and solving accounting queries.
- Raising invoices and monitoring on collection
- Raising credit note as and when required to the respective parties.
- Chasing customers for payments on timely basis.
- Preparing payroll statement, annual leave, overtime and end of service benefits.
- Assisting in the preparation of monthly Financial Statements.
- Liaising with Bank & Government offices.
- Comparison statement of Income & Expenditure and other special reports as per management requirement.
- Assisting in preparation of company annual budget.
- Passing the necessary journals as required.
- Handling the Clients data and making phone calls to the clients for certain remainders.

Company Name: IBM INDIA

Job Title: Finance & Accounts Executive

Duration: January 2012 to September 2014

Key Responsibilities:

- **Accounts receivable**

- End to end knowledge of Order to Cash domain.
- Worked on SAP manual and electronic order process.
- Application used are: SAP ERP, Right now, Content manager
- Prepared Quotation and Created customer master data for sample orders and issued all types of purchase order.
- Analyzing the credit policy of the clients while preparing purchase orders.
- Handled all disputes related to order status, order booking and electronic orders.
- Creating invoice for certain orders and raising credit note whenever necessary
- Making phone calls to the clients for approval and other queries
- Approving the early shipment charges on Rush orders for the initial stage.
- Working closely with warehouse team in US to get adequate information on inventory.
- Preparing TWBG Report and creating the rejected orders from the TWBG report
- Reviewing tax sale certificate the first
- Applying analytical skills while preparing hurt order, remainder order and dein billing ➤ Ensuring quality in the work by verifying the work performed on sample basis.
- Providing ideas and assisting in implementing process improvements for team.
- Cross trained teammates in my process.
- Preparing daily, weekly, monthly production reports to the managers.
- Preparing TVC report and QC sampling

- **Electronic data interface(EDI)**

- Calculating client air shipping charges
- Removing Duplicate order(DP) block
- Removing ZB block
- Errors in the orders identifying it and remove it.
- Missing value in the PO identifying it
- Preparing Brandwise report
- Preparing daily report of EDI
- Back up for QC sampling

- Sending Emails to customer and clients regarding order status, discounts application etc
- Speaking with customer on timely basis for payments collection through credit card

ACHIEVEMENTS:

- Certified as Super Talented Achiever (STAR) award
- Awarded for 100% quality achievement for constant 6 months
- Awarded as Best Performer of the month
- Award for 100% Quality and highest productivity of the month.
- Attended special trainings in following areas: Basic Excel, Fundamentals of accounting, Decision Making & Problem Solving.

TECHNICAL QUALIFICATION:

- Experienced in accounts receivable SAP ERP software
- Experience in Tally ERP 9, Pact software and Quick book software.
- Expert knowledge of MS Office

ACADEMIC QUALIFICATION:

- MBA in Finance in 2014 from SMU University, Karnataka, India ➤ B.com in 2011 from Bangalore University, Karnataka, India.
- PUC in Commerce in 2008 from Karnataka, India.
- SSLC Karnataka State Higher Secondary Board in 2006.

PERSONAL DETAILS:

- Nationality : Indian
- Date of Birth : 21st July 1990
- Marital status : Married
- Passport # : R9079577
- Languages known : English, Hindi, Malayalam, Kannada and Tamil

REFERENCE:

Upon on request.

DECLARATION:

I hereby declare that the above mentioned particular are true to the best of my knowledge and be lief.

Place: United Arab Emirates

Date: 28th Feb 2020