



RESUME

RAJARAM R

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3/28KollatchiAmman St,

Ottiyambamkam,

Chennai - 600130.

- **Career Objective:**

To associate with a progressive organization that gives me scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards that growth of organization and gain satisfaction thereof.

- **Educational Qualification:**

DEGREE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
B.COM	Sacred heart College, Tirupattur.	2009-2012	75%
HSC	St.Joseph,Hr,Sec,School, Nammiyandal.	2007-2009	80%
SSLC	Govt,Hr,Sec,School, Narthampoondi.	2006– 2007	60%

- **Work Experience:**

Capgemini India Private Limited Chennai.

Operational Experience

- Period : 29/07/2019 to Still
- Designation : Process Associate
- Performed to create, extend or modify the materials to seeds production
- Performed necessary business validation cross-checks with other business functions
- Collects and assembles the necessary business information to campaign preparation or master data creation and maintenance request

- Performed checks and validations regarding data formats, interdependence with other MD objects
- Prior or with the request to the material Related Varieties need to be create and extended to plants and sales org each Seeds material.

United International Private Limited Maldives.

Operational Experience

- Period : 19/07/2017 to 29/08/2018
- Designation : Accountant
- Maintains accounting controls by preparing and recommending policies and procedures.
- Maintaining GST file for audit purpose.
- Taking immediate actions on customer queries/email.
- Performing Banking works like cash deposits and cheque deposits.
- Sharing process knowledge to the new comers.
- Reconciled analyzed Balance Sheet Accounts and made adjusting entries as required
- Handling Petty Cash & Physical Check of Stock.

Experience in Hewlett Packard Enterprise Private Limited Chennai.

- Period : 04/02/2014 to 31/03/2017
- Designation : Process Associate
- Process : Accounts Payable
- Validating the invoices manually to customer gateway.
- Once the vouchers are successfully matched, the SAP payables system will generate payments when due based on payment terms and invoice dates.
- The vendors will be directed to send invoices directly to the Accounts Payable department for processing rather than to the requesting departments.
- Regular meetings and calls with client to ensure the good delivery process.
- Actively participate in the process development meetings.
- Call backs handling with client and vendors.
- To resolve all issues related invoice price, quantity and shipping address.

Experience In Barclays Shared Service Limited Chennai (UK Bank)

Operational Experience

- Period : 29/10/2012 To 04/12/2013
- Process : Payment Protection Insurance

- Dealing with customer complaints regarding the miss-selling of payment protection Insurance (PPI).
- Analysing the PPI complaints for different Loan products, Overdraft and Mortgages.

Other Qualification:

- Tally ERP2009
- Hardware & Networking
- Diploma in Computer Application
- M.Com Master of Commerce in Correspondence

Personal Profile:

NAME : Rajaram R
FATHER'S NAME : G Rajendiran
DATE OF BIRTH : 10-04-1991
SEX : Male
MARITAL STATUS : Married
NATIONALITY : Indian
RELIGION : Hindu
LANGUAGE KNOWN : Tamil & English.
PERMANENT ADDRESS : NO: 37, Meppathurai (Village)
Thennagaram (Post)
Thiruvannamalai (DT & TK)
Pin Code: 606 802.

Declaration:

I hereby declare that the information furnished above are true and to the best of my knowledge.

Thanking you

Place: Chennai

Yours Truly,

Date:

(RAJARAM R)