

Vignesh S

Objective

Accountant with 5 years of experience in Accounts receivable & Accounts Payable. Having Hands on Experience in Oracle, possess analyzing & understanding capabilities for corrective decision-making. Adaptability and flexibility working across teams.

Experience

Feb 2024 – Present

Analyst I Business Process Transactions – (YARDI & MRI)

DXC Technology- Bangalore

Key Responsibilities:

- Responsible to perform Cash Application, Sundry Charges, Validation & Reconciliation of Cushman & Wakefield USA using YARDI & MRI Application.
- Maintained daily and monthly Tenant Account Reconciliation Statement of a leading US Bank and sent the reports within the TAT period.
- MIS Reports to top Management (Prepare weekly unapplied & unidentified reports, Query reports)
- Point of contact regarding clearing of cheques, Online bank transfers, Acct to Account transfer.
- Monthly Review of Process documentation and same to be approved by Client.
- Process documents to be maintained as per requirement from Quality team.
- On time preparation of SOP for new activities
- Proactively managing the process to avoid conflicts and other issues.

June 2023 – Dec 2023

Senior Associate – Cash Application (SAP)

Capgemini- Salem

Key Responsibilities:

- Prepare daily collection report & CJ Posting.
- Working in Cash Application & Remittance process.
- Prepare Unapplied & Query reports on weekly basis to Onsite Managers.
- Ensure all the Receipts are booked & applied to avoid payment queries & Sustain Client Credibility.
- Communicate with Onsite BU through Emails & Calls in response to inquiries and resolve queries on Unreconciled Transactions, payments and Receipts report in accordance with the standard processes.
- Ensured timely delivery of SLAs by overseeing and managing workflow and daily targets. Tracked and maintained metrics for several data points, including attendance and productivity.

Feb 2020 – June 2023

Process Leader – Cash Application & Reconciliation (Oracle Finance)

Suresh & Parkavi Chartered Accountants – Salem

- Handling teams having across functional Activities of Invoice bookings, vendor Reconciliation, Receipt booking, Cash Application/Netting, Query Handling related to client payment & Receipts process.

Key Responsibilities:

- Allocating daily work & targets to Team members on priority basis & Review.
- MIS reports to Top management (Prepare daily Collection AR/IR report, Target report, unapplied Report for Oman, Qatar & UAE operating units)
- Issue Receipt copy to Customers for their payments.
- Reviewing monthly vendor Reconciliation's, Outstanding reports (AP & AR) for all the brokers entity wise to Avoid Any Discrepancies.
- Ensure all the Receipts are booked & applied to avoid payment queries & Sustain Client Credibility.
- Review on Cash application, Netting Activities (AP & AR Knock OFF) to minimize unapplied accounts.
- Research and Resolve Unreconciled transactions, Unapplied & Un Identified Receipts.
- Ensure all the Corresponding due invoices are posted & paid on time.
- Organize and participate weekly & monthly calls with Onsite BU Managers to review business issues & build control mechanism.
- Communicate with vendors through Emails & Calls in response to inquiries and resolve queries on Unreconciled Transactions, payments and Receipts report in accordance with the standard processes.

Mar 2018 - Mar 2019

GAT TNPL, Trichy

Sep 2016 - Jan 2018

Service Advisor- Rock city Ford, Trichy

- Greeted customers in a friendly and professional manner.
- Provide clear explanations of necessary repairs, maintenance services, and associated costs.
- Arrange service schedules that are convenient for the customer while optimizing the workshop's capacity.

Education	Skills	Tech Skills	Contact
BE Mechanical June 2011 - Apr 2015 JJ College of Engg & Tech, Trichy University	<ul style="list-style-type: none">• Oracle Finance• AR Receipting• Invoice Statements• Financial Reporting• Bancs & Shamil• MIS Reporting	<ul style="list-style-type: none">• MS Office• Solid Works• Revit MEP	4/84 Ramasamy Nagar, Kuranguchavadi, Salem-636004 9789447470 vignesh2911s@gmail.com