HARIPRASATH J



Phone: +91 9489797665
Email: harijagan2703@gmail.com
LinkedIn: linkedin.com/in/hariprasath-j-2703
Address: Coimbatore, 641107

CAREER OBJECTIVE:

A detail-oriented and results-driven professional with expertise in accounting principles, financial regulations, and advanced proficiency in Microsoft Excel. Seeking a challenging role where I can utilize my skills in accounts receivable and payable management, along with administrative tasks, to contribute significantly to organizational success.

Professional Experience:

MEDI ASSIST INSURANCE TPA LTD (Coimbatore | March 2022 – Present)
Account Management Executive
Field: Insurance Third Party Administrator

Roles and Responsibilities:

- **Financial Operations Oversight**: Directed meticulous financial operations, including bank statement reconciliations, accounting payments as per tax deductions, and prioritizing branch revenue. Ensured unwavering compliance with regulatory standards and upheld financial integrity through rigorous account reconciliation.

- **Strategic Revenue Management:** Quickly resolved significant outstanding payments, revitalizing revenue streams and strengthening financial resilience. Demonstrated skill in optimizing cash flow and enhancing stability.

- **Engagement and Communication Mastery:** Utilized persuasive email, telephone, and direct follow-ups with stakeholders to facilitate payments and address inquiries. Accelerated resolution of outstanding payments, improving cash flow management while fostering exceptional customer satisfaction.

- **Efficient Administrative Oversight:** Seamlessly managed administrative functions including scheduling, correspondence, and procurement of office supplies. Cultivated a productive team environment while ensuring operational fluidity.

- **Fiscal Year Audit Oversight:** Led efforts with internal auditors for timely closure of reports during fiscal year-end audits. Advocated for precise financial reporting practices, enhancing organizational transparency and accountability. Proactively mitigated financial risks during audits.

- **Innovative Financial Process Streamlining:** Spearheaded implementation of strategies for ad-hoc payments and collections, improving financial transaction efficiency. Addressed outstanding lag issues and managed escalations for timely resolution and service standards upkeep.

Achievements:

- **Spot Award Recipient (2023):** Recognized for exceptional dedication and expertise in resolving major outstanding payments, contributing significantly to the organization's fiscal health and revenue resurgence.
- **"Helping Hands" Awardee (2023)**: Honored for commitment to branch and social responsibility, reflecting dedication beyond professional duties and embodying the organization's values.
- **Best Performer Accolade (Second Quarter 2022):** Distinguished for outstanding performance, professionalism, and strategic contributions, pivotal in driving organizational success.

COMPUTER AGE MANAGEMENT SERVICES LTD (Coimbatore | May 2019 - March 2022)

Assistant Processing Officer

Field: Investment Banking (Mutual Fund Backend Operations)

Roles And Responsibilities:

- **Data Verification and Validation:** Conducted meticulous verification and validation of financial and non-financial data for domestic and NRI clients in investment banking mutual fund operations.
- **Authentication Leadership:** Led first-level authentication processes, prioritizing payment proofs, KYC verification, and quality assurance checks for regulatory compliance and operational excellence.
- **Precision Review of Application Forms**: Reviewed investor application forms with precision to maintain accuracy and integrity standards in financial documentation.
- **Team Support and Guidance:** Provided pivotal support and guidance within the team to ensure optimal performance and alignment with organizational objectives.
- **Advanced Data Analysis:** Utilized Excel VLOOKUPs and pivot tables for effective data summarization and analysis, facilitating informed decision-making.
- **Comprehensive Reporting**: Generated SQL MIS dumps and utilized IT Dot net skills to produce comprehensive MIS data reports for data reconsolidation purposes.

Achievements:

Best Productivity Giver - November 2021: Recognized for exceptional productivity contributions in November 2021, demonstrating dedication and efficiency in financial processes.

Education:

- **MBA (Investment Management) 2021-2023**
  Bharathiyar University (Distance Education), Coimbatore.
- **B.Com (Banking and Insurance) 2016-2019**
  Dr. N.G.P Arts and Science College, Coimbatore.

Certifications:

- "**Leadership**" - National Programme on Technology Enhanced Learning (NPTEL) Online Certificate.
- **"The Ultimate SAP S/4 HANA"** - Udemy Online Course.

Area Of Interest:

- Financial Expertise
- Accounting Principles
- Financial Regulations
- Budgeting and Forecasting
- Financial Analysis

Technical Skills:

- ERP Tally 9
- MS Office Suite
- SAP ERP
- Adobe Photoshop, Illustrator

Soft Skills:

- Teamwork
- Communication
- Problem Solving
- Creativity
- Leadership
- Observation
- Self-Appreciation

Extra-Curricular Activities:

- Photography.
- Graphic Designing.

Languages Known:

- English
- Tamil
- Kannada
- Malayalam

Declaration:

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