VIJAYALAKSHMI SP

ACCOUNTING & FINANCE

CONTACT

9790497687

spvijayalakshmi6@gmail.com

2072,TNUDP colony,
Gandhimaanagar,
Peelamedu (post),
Coimbatore.

AWARDS & RECOGNITION

- Awarded with Asia pacific recognition award as a team for clearing long pending invoices in response awaited stage.
- Received spot cards for handling maximum emails & cleared defective invoices in the same day.
- Ranked as Achiever+ twice.
- Received Spot cards for having error percentage lesser than 0.5 percent.
- Processed 400 invoices in a single day with nil errors and received spot card for the same.
- Awarded with Asia Pacific recognition award for clearing Response awaited stage as a team to bring automated defective invoices for approval process.

EDUCATION

Master of Commerce - (2012-2014)
PSG College of Arts and Science
First class with distinction -88%

Bachelor of Commerce (2009 -2012)
PSGR Krishnammal College of Arts and Science
First class with distincion -78%

Higher secondary (12th) - 90%

PERSONAL DETAILS

Gender : Female
Marital Status : Married
Date of Birth : 08/10/1991
Languages known :English, Tamil

PROFILE

Dedicated financial analyst with 7+ years of experience in dynamic financial environment. Known for quality in processing and analyzing price and receipt verification process. Seeking a role where I can apply my strong analytical skills and experience in financial analysis and ensure accurate financial reporting.

WORK EXPERIENCE

Financial Analyst - Ford Motor Private Limited **Nov'2016 - Jan'2023**

- Supported in introducing macro for data entry process in GAPS system, leads to significant time savings.
- OCR - Optical Character Recognition, application that convert images of text into machine-readable text. Trained the application for purchase order based invoices (Europe location).
- Worked on the automation of the invoice processing as a touchless process in onboarding the suppliers into e-invoicing module; thus, standardized the process.
- Communicated with vendors, internal and external stakeholders for resolving payment issues, purchase order queries and other accounting - related queries.
- High value invoice processor with nil errors.
- Utilized advanced Excel functions such as pivot tables, vlookups and macros to streamline manual tasks associated with data entry and analysis.
- Prompt responses provided for external audit requests.
- Supporting documents provided in introducing automated email application in emails team.
- Developed and maintained relationship with frequent approvers of invoices for prompt action.
- Trained and mentor junior team members. Supervised and reported duties and responsibilities of each team mates on absence of team lead to our deputy manager.

Team Member - Pierian services private limited **Dec'2015 - Nov'2016**

- Worked in Ford Motor private limited as a an agency employee.
- Handled Price and receipt verification process for Project invoices (capital expenditure). Reviewed, verified and processed invoices and special invoices every month under appropriate GL accounts and department codes.

KG Arts and Science College -Assistant Professor **Jun'2014 - Mar'2015**

- Handled e-commerce and cost accounting papers for B. Com (CA) students.
- Prepared lectures and present them in classrooms. Utilized play based learning techniques to increase students interest.

DECLARATION

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