Suchitra Parthasarathy

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Executive Summary

Project Management professional with over a decade of experience in Finance and Accounting, including 3 years in PMO operations. Skilled in project coordination, resource planning, customer billing, invoicing, purchase order management, change management, and incident management. Experienced in process automation and governance using ServiceNow, SharePoint, and One ERP S4 Hana.

Skills:

Project Tools: ServiceNow, SharePoint, Workday, Microsoft Excel, PowerApps, One ERP S4 Hana, Sales force, Oracle (LARA),
Reporting & Analysis: Excel (Pivot Tables, VLOOKUP), PowerPoint, and Office tools. KPI Tracking, Financial Reporting, Documentation Management, Dashboard Creation.
Automation: Macro and Power Automate.
Financial Operations: Accounts Payable & Receivable, Customer Billing, Invoicing, Credit Risk Analysis, Payment Recovery, Dispute Resolution.

Work Experience:

June'2022 to Present

PMO Lead | Fujitsu Consulting India | Chennai, TN, India

Business support Administrator.

- **Collaborated with UK-based clients** to manage project budgeting and resource allocation across the organization's portfolio, ensuring optimal utilization and cost efficiency.
- **Directed monthly financial reporting** cycles by gathering**,** consolidating, and processing data from multiple teams to determine total service charges for client billing, consistently exceeding £1.2 million each month.
- **Facilitated invoice management**, assisting clients in validating and processing supplier invoices for goods and services procured.
- **Supported procurement operations** by raising, uplifting, and closing purchase orders in alignment with organizational policies.
- **Managed change control notice** and tracked the business agreements between Fujitsu and the clients to ensure seamless operations with evolving requirements and associated changes.
- **Coordinated monthly and ad-hoc DMR/CMR submissions**, gathering JSOX audit documentation, tracking invoice releases, and processing Sales Orders or Credit Memo requests to ensure compliance and timely financial reporting.
- **HAM** – Handled Hardware Asset Management requests and made sure the company devices provided to contingent users were tracked, monitored and collected at the end of their contracts.
- **Administered SharePoint access**, maintained trackers, and uploaded reports and documentation to support governance and compliance.

Jan ‘2016 to June’2022

CMA CGM Shared Service Centre Private Limited

Executive - Accounts Receivable (Disputes & Credit collection).

- **Customer Outstanding Liability Management,** Working with CMA CGM Shipping Logistics Company. Sending outstanding liability statement to the customers, follow up with them on a regular basis to receive payment on time.
- **Credit Application Processing & Verification,** handled end-to-end credit application processing, including document verification and compliance checks.
- **Credit Risk Analysis,** Analyzing the credit score of the customer before providing them credit.
- **Credit Limit Approval Coordination,** Sending Final verified documents to agency and getting approval for credit limit to the customer.
- **Invoice Issue Resolution,** Credit Updating & approval for shipment delivery.
- **Dispute Management & Payment Recovery**, to handle issues on the invoice level generated by logistics group/and scan all type of invoices copies across to customer as requested.
- **Reporting & Data Management**, need to resolve various disputes in invoices level and procure payments accordingly.
- Preparing Daily, Weekly and Monthly report and sending to agencies and maintained accurate and organized records for audit and compliance purposes

June ‘2013 to Dec’2016

Toyota Tsusho insurance Broker India PVTLTD | Chennai, TN, India

Operation Executive

- **Managed Dealer Incentive Process (PAN India)**, Dealer incentive process (Pay-out process) for Yamaha PAN India dealers.
- **Approval Management for Break-ins, Endorsements, and Cancellations,** Passing approval for Break-in, endorsements and cancellation.
- **Accounting Invoice Preparation & Insurance Coordination,** preparing accounting invoices for dealers and coordinating with insurance companies.
- **MIS Reporting for Sales Team**, Preparing MIS for sales team.
- **Payment Reconciliation for Accounting,** Preparing payment reconciliation report for accounting purposes.

Education:

Bachelor of Commerce (B.com)
D.G Vaishnav College, TN, India
May 2013 | Graduated with First Class, attaining 70%

Higher Secondary Certificate (HSC)
Good Hope Matriculation School, TN, India
May 2009 | Attained a final percentage of 72%

Secondary School Leaving Certificate (SSLC)
Good Hope Matriculation School, TN, India
May 2007 | Attained a final percentage of 65%

Language:

- English: Fluent (Read, Write, Speak)
- Tamil: Fluent (Read, Write, Speak)
- Malayalam: Fluent (Speak)

Awards and Achievements:

- Earned multiple awards from the UK client in recognition of exceptional performance, consistent support, and commitment to excellence.
- Earned Star awards for consistent performance in PMO domains.
- Earned appreciation from the UK Clients for consistent performance in PMO.
- Kakushin (CSIP): Won Award for automating billing report.

