

Contact HR Consultant for CV No: 316361

E-mail: response@gulfjobseekers.com

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CAREER OBJECTIVE

To work in a challenging environment with an organization that provides ample opportunities to learn and to contribute.

PROFESSIONAL SUMMATION

* **A Professional with over 4 years experience in the area of Accounts Payable, Record to Report, Taxation, Journals, Reporting and Client handling**
* Working Platform — Oracle ERP (versions 11i and 12) & SAP. Both Functional and implementation supported.
* Ability to work in a dynamic environment under pressure situations.
* Strong communication skills & Capable of representing the employer on any occasion.

WORK EXPERIENCE

**Capgemini Business Services Pvt. Ltd (2014-2016)**

**Designation:** Process Associate

**Department:** Accounts Payables, R2R, Taxation

**Client : Marico**

**Roles and Responsibilities:**

* Handled: Indirect Taxation (VAT), Record to Report (R2R), & Accounts payable (Invoice Processing and Payment Run in SAP for 4 Location).
* Handled VAT return for few states and entry tax payment.
* Creating Internal order Number for Asset.
* Preparing Journal Entry for Judgmental and Non-Judgmental as a part of month end activity.
* Handling Journal entry Validation and Processing in SAP (Month end activity).
* Journal Voucher Queries resolving and interact with client.
* Took self-Initiative in the preparation of Daily JV Status report to Client.
* Supported in preparing Quarterly Intercompany Journals.
* Head office and Factory Monthly Trial Balance Preparation activities.

**Accenture Services Pvt. Ltd (2012 to 2014)**

**Designation:** Process Associate

**Department:** Accounts Payables

**Client : Wincanton** (Supply Chain & Logistics services**)**

**Roles and Responsibilities:**

* Invoice Processing of over 2300 per month.
* Took self-Initiative in the preparation of Daily dash board for Factory Model Board.
* Extracting MIS reports for daily volume numbers & workflow management data.
* Expertise in PO, NON PO & Recurring Invoice Processing.
* Process credit memos for goods returned, price variance against the PO and quantity variance against the actual goods received.
* Consistent performer for high level of productivity with an average of 98% accuracy.
* Performing Quality Audit with 100 % accuracy.
* Supported query management team in handling exceptional invoices and query resolution.

ACADEMIC RECORD

* **MBA** from Pondicherry & Loyola University, Nungabakkam, Chennai with 59% in 2014.
* **B Com** from Agurchand Manmull Jain College, Meenambakkam, Chennai with 65% in 2011.
* **12th HSLC** from Sri Ramakrishna Mission Higher Secondary School, Chennai with 60% in 2008.
* **10th SSLC** from Sri Venkateswara Matriculation Higher Secondary School, Chennai with 57% in 2006.

ACHIEVEMENTS/EXTRA CURRICULAR ACTIVITIES

* Received (“Rapid responder, Fast runner”) thrice award from my team.
* Received “Number One Performance Award” from client for the Year 2013.
* Got appreciations from client for completing Non Po & recurring Invoice backlog.
* Received 2nd Prize in Quiz competition held in MCC School in Chennai.

TECHNICAL SKILLS

* **Working Platform: 1.** Oracle ERP Package Version 12.0, 2. SAP, 3.Tally 9.1.
* **Software Skill:** MS Office, Windows XP, Diploma in PC Professional (PCP), Diploma in Hardware.

INTEREST & HOBBIES

* Foot Ball – Winner in Foot Ball at DEE-Zonal Level in 2006-2007.
* Cricket – Played in Division 5 League Matches, Tournament.
* Listening to Music & Playing Badminton.

STRENGTHS & CAPABILITIES

* Strong Analytical,
* Eager to learn new things
* Team Player, work commitment and high self esteem.
* Hard &Smart Worker

PERSONAL DETAILS

* Date of Birth : 28.04.1990
* Gender : Male
* Nationality : Indian
* Marital Status : Single

DECLARATION

I hereby declare that the above information is true and will prove worthy of your confidence and satisfaction.