**KIRUBAKARAN**

[**KIRUBAKARAN.366508@2freemail.com**](mailto:KIRUBAKARAN.366508@2freemail.com)

**CARRER OBJECTIVE**

To engage in a career that will allow for progress in terms of expertise, socio-economic development and innovation through exposure to innovative ideas for professional growth, as well as growth of the company.

**AREA OF EXPERTISE**

* Accounts Payable Specialist
* Invoices/Payment Transactions
* Vendor Reconciliation
* Offsite process migration in A/P process
* Preparing P&L a/c, Trial balance, Balance sheet.
* Payroll administration experience.
* Sales tax, Service tax, TDS
* Administrative activity
* Worked with ERP Package SAP (R/3), Tally 9, IES & Doc Link
* Teambuilding & Staff Supervision
* Spreadsheets & Accounting Report.

**Work Experience**

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| --- | --- |
| May 2014 – Mar 2017 | TATA CONSULTANCY SERVICE, Chennai |
| Dec 2012 – May 2014 | SURYAA LEATHERS, Chennai |
| Aug 2010 – Dec 2012 | MAERSK GLOBAL SERVICE CENTRE, Chennai |

**Tata Consultancy Service, Chennai, Tamil Nadu**

## Senior Associate -May 2014 – Mar 2017 (Working for Nielsen – Basically market research company)

***Roles and Responsibilities - Master Data Maintenance***

* Acting as a SME for Vendor Master, Customer Master, Material Master and Finance Master.
* Creation of Customer, Vendor, Material and Finance Master in SAP. Checking the completeness and accuracy of the attributes, reverting to clients in case of incompleteness/clarifications.
* Audit trail checked for all the masters which are created
* Cleanup activity in Customer/Vendor/Material Masters/Finance Masters.
* Pro-active identification of errors & problems and suggest
* Maintain customer confidence and protects operations by keeping financial information confidential.
* Assisted with internal and external audits.
* Monitoring the team activity to control the issues

***Reconciliation***

* Analyzing and Reconciling of supplier statement.
* Follow up supplier to send the outstanding statement via email, call.
* Extracting of unpaid, paid, rejected report from SAP on vendor basis.
* Analyzing of outstanding statement and intimate to the supplier regarding the credit note.
* Preparing the month end report based on the outstanding statement and forwarding it across to the clients and the management internally.
* Preparing weekly update report on behalf of entire Purchase to Pay.

***Administrator***

* Organized the set-up of all Office meetings.
* Filed and maintained accounting and payroll records.
* Got holiday request forms signed off by senior managers.
* Took minutes during staff meetings.
* Distributed pay slips monthly
* Comfortable working with numerical data.
* Taking prompt, decisive and corrective action to rectify any short comings.
* Ability to type 30 wpm. Certified in Type writing Junior grade.

**SURYAA LEATHERS**, **Chennai, Tamil Nadu**

***Finance Executive***, Dec 2012 – May 2014

* Maintain day to day books of account and all Accounting voucher entry in Tally.
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
* Maintain Petty Cash Book & Internal Audit: Store and Accounts book.
* Calculation of Monthly Sales tax/Vat, Service Tax & TDS Filing Return.
* Preparation of Quarterly Sale tax/Vat, TDS, Input & Output Tax Return.
* Managed payroll for an organization of 30 personnel.
* Created periodic reports comparing budgeted costs to actual costs.
* Suggested budgetary changes to increase company profits.
* Met with clients to identify and assess business controls, risks, process gaps and work flow inefficiencies.
* Involved in administrative activities.

**Maersk Global Service Centre, Chennai, Tamil Nadu**

## Senior Associate, Nov 2011 - Dec 2012

Handled daily A/P processes; supervised invoice team; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, and payment transactions; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies.

* Payment made to the client through Bank of America using IES (Integrated Export System).
* Payment made to Travel expense management via SAP.
* Make sure the payment has been made within due date.
* Reconciliation of both inter-company and third party account for payable process.
* Organized the volume to the team accordingly to ensure SLA.
* Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks.
* Supervised and coordinated projects for external auditors and examiner evaluations.

## Associate, Aug 2010 - Nov 2011

* Analyzing, matching and adjusting of invoices with the accruals in IES.
* Coding of invoice using SAP.
* Sending daily status and work flow monitoring report to clients on weekly basis.
* Involved in remote transition for MDM process.
* Amendments of Name, Address, Payment method, Payment Terms.
* Creation of Customer Master Data.

**Education**

**Karunya University, Coimbatore, Tamil Nadu**

*MBA, Jul 2009*

* 6.8 CGPA (First Class)

**SATSRA University, Kumbakonam, Tamil Nadu**

*BCOM, Jun 2004*

* 6.67 CGPA (First Class)

**CERTIFICATIONS**

* Tally Certification from Tally Academy.
* Microsoft Excel Guru for Office Excel 2007 from Excel goodies.
* Typewriting English from Department of Technical Education.

**Projects**

* Financial Statement Analysis of Integrated Enterprises Ltd., Chennai.

*Description*: This project is mainly concerned with complete study on financial performance of Integrated Enterprises Ltd., and giving valuable suggestions.

* “A Study on Fundamental and Technical Analysis of Selected Companies for Automobile, Infrastructure and Banking Industries on Behalf of Peerless Securities Ltd.” at “Peerless Securities Ltd.” Chennai.

**Personal Information**

* DOB : 21-08-1986
* Visa Type : Visiting Visa
* Languages Known : English, Tamil.
* Nationality : Indian

**DECLARATION**

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