

**Karpaga**

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**Objective**

To seek a challenging, responsible, and professionally rewarding career in your esteemed organization that provides

opportunities for learning that promotes professional and personal growth.

**Professional Experience**

**DNV-GL Dubai Branch from Feb -17th 2019-Till now**

**Working as Document Controller**

* Scan the Physical Invoice received from the supplier
* Download the invoice from the Vendor Portals
* Upload them into the Basware tool using the Read soft reader capabilities
* Redirect them in the system to the internal AP team for their actions
* Check the expenses receipts are all the attached to claims & forwarding to the process of payment
* Deposits the cheque in the Citi bank
* Entering the GL coding details as per the invoices & forwarding to the approval
* Performing the Bank reconciliation on the monthly basis.

**Capgemini India Pvt Ltd from November 2015 till December 2018 - Bangalore, India.**

* Worked as Process lead for Honeywell client
* Working in accounts payable finance help desk department for all vendor queries relating to third party invoices for EMEA region
* Analysis relating to payment queries
* Handling multiple teams within Help desk for different SBG’s (Strategic Business Group).
* SME for Accounts payable division EMEA region.
* Handling Emails and Calls within helpdesk for different teams as per SMG’s
* As a Process lead took extra responsibilities in the reporting part as below
* Creating APSLA File, MOR Deck, Volumetric file for team and individual
* Maintain tracker for Daily productivity and allocate emails to all the team members.
* Ensure 100 % productivity and quality in responding to emails on daily basis.
* Monitoring the team daily to ensure that workflow is not affected and the metrics maintained through preparation of following reports.
* Good Knowledge regarding Status 20 process relating to invoice & credit to post for payment
* Sending monthly Report & Weekly report to client regarding process updates.
* Handled all kind of urgent emails & escalation via email & Calls.

**Hewlett Packard Pvt Ltd from 2012 December – October 2015Bangalore, India**

* Worked as Senior Audit Associate
* Handled end to end activities for US region.
* Extract Three reports on daily basis(Invoice Report, Parked Report and Blocked Report)
* Process the payments of Invoice per set of Vendors instructions.
* Process multi PO’s invoices, Multiples line item invoices, Multiple GR’s and IR’s etc.
* Clearing the Parked and Blocked payments (Discrepancy with payments) and follow up with clients.
* Handle Generic Email Boxes for queries, escalations and various issues with customers related to processes for 3 company codes on daily basis.
* Handling Quality Assurance discount e-mails.
* Fully reports for base line base errors in daily basics.

**Activities performed using SAP in and Accounts Payables (P2P)**

* Display changes, posting invoice.
* Display document, Open Item list.

**Siva raj Auditors Group Pvt Ltd from June 2008 – March 2010Pondicherry, India**

* Worked as Audit Associatefor managing Audit, Financial and Taxation entailing
* Developing project baselines; monitoring and controlling projects with respect to cost, time over-runs and quality compliance to ensure satisfactory execution of projects
* Defining best practices for project support and documentation; coordinating with client, consultants & contractors and maintaining the correspondence with them
* Preparing the financial statement and balance sheet.
* Checking debit note and credit note.
* Finding Deprecation schedule.

**Industrial Trainings**

Title: Functions of company and its financial structure

Organization: Whirlpool Private Limited, Pondicherry

Duration: 1 month

Team Size: 4

Description:

* During this visit, gained a very good knowledge about the financial ratios and trends.
* In Financial analysis, we have seen ration analysis, Comparative statement, and Common size financial state and Trends ratios.
* Preparing pay bill and re-imbursement of wages and salary to employs and staffs.
* Internal audit and look after the payment of tax.
* Preparation of receipt and payment.
* Prepare day book and administrative expenses

**Training**

* Successfully completed the training in SAP and P2P process in Hewlett Packard Private Limited (Bangalore).
* Successfully completed the training Citrix software in the Company Hewlett Packard Private Limited (Bangalore).

**IT Forte**

Proficient in the below applications:

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| --- | --- |
| * SAP Applications
 | * CITRIX
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| * MS OUTLOOK
 | * MS Office (power Point, Excel)
 |
| * Internet Applications
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**Educational Qualification**

* B.C.S (Corporate Secertaryship)) Pondicherry University, Pondicherry, India
* 12th from Navalar Nedunchizhiyan Higher Secondary School, Pondicherry, India
* 10th from Navalar Nedunchizhiyan Higher Secondary School, Pondicherry, India

**Personal Details**

Date of Birth - 03July 1989

Languages Known - English,Tamil& Kannada