**Hagira**

**Senior Analyst**

1. **mail:** **hagira-395801@gulfjobseeker.com**
2. **Bur Dubai**

**\*\*\*\*Under Valid Visit VISA (90D)**



**PROFICIENCY**

Microsoft excel

Microsoft Power Point

Microsoft Word

SAP R/3 ECC 6.0 End user Accounts Payables (end –end)

**EDUCATION**

**Master of Business Administration**

2009 - 2011

University of Madras

**Bachelor of Business Administration**

2006-2009

Annamalai University, Chidambaram

**High School**

2001-2003

Girls Christian Hr.Sec School

Pattampakkam, Cuddalore (Dist)

**REFERENCE**

Arun Kumar A

Assistant Manager F & A

Infosys BPO Ltd

Phone: +91 9940302442

**OBJECTIVE**

As a MBA Graduate I aspire to work in highly challenging business requiring high attentiveness. Further, I desire to lead goal-oriented teams to accomplish the tasks and objectives as laid and designed for the growth and expansion of the organization.

**ORGANIZATION EXPERIENCE**

Accounts Payable Processor Global (13-08-2018 to 07-03-2019)

* Invoice Processing for 3rd party vendors in SAP
* Checking Purchase orders and contacting the Supply chain management if any discrepancies such as Goods Receipt and others clarifications.
* Preparing calculation sheet for invoice posting with coding details.
* Analyzing the invoices whether vendor charged actual CGST, SGST, and IGST as per state. Invoices for payment & assigning to authorized person for approval.
* Analyzing Duplicate invoices, to avoid Double payment before processing invoices in SAP.
* Applying TDS (Tax Deduction Service) for Service related invoices and investigates LD Deduction and retention (CBPG) as per purchase order text.
* Performing adjustment entry and payment adjustment vendor wise. (If applicable)

Senior Analyst (01-09-2016 to 27-11-2017)

* Create Purchase requisition (PR) based on the site request service and Product related using CAPEX and OPEX
* Validate & Create Purchase Order (PO in SAP ERP) based on customer request.
* Arrange for Purchase order approval from Finance team & Product manager.
* Checking of 3way match – PO, vendor Invoice, GRN and the details like vendor code, payment, address, part number, Quantity, price & payment term.
* Follow up for open GRN orders & ensure timely PO to GRN
* Performing GRN activities as per Business requirement
* Handling finance / Audit related queries. To collect the Service information all over in India and Dispatch the Service Engineers to all sites.



**CERTIFICATION**

**DCL Software Ltd.**

Diploma in Computer Application

05-01-2004 to 04-07-2004

**SISI Fashion Designing Institute**

Advanced Diploma in fashion Design

10-07-2004 to 29-06-2005

**Central Leather Research Institute**

CAD for Garments

14-05-2007 to 29-06-2007 CAR for Fashion Design

04-07-2007 to 14-08-2007

**British Council**

English intermediate M3 course 11-08-2018 to 30-09-2019

**INTER PERSONALSKILLS**

Fast and Efficient Leaner

Self-confidence & Self-Drive Motivator.

Good Team Player

Discipline and keep up punctuality

Problem solving Ability

Reliable and responsible with all the tasks, whether big or small

Result Oriented

Proficient in 4 language Tamil, English, Hindi and Urdu

* Liaison with suppliers and follow-up for timely receipt of materials.
* Review of Circle AOP for CAPEX & OPEX.
* Attend the all Official conference meetings in all over India.
* To administer the system and front-end operations.
* Manage Purchasing Department in absence of Purchasing Manager for 3 months, and handled the ongoing projects successfully.
* Handling day to day activities relationship management as well as exceptional communication abilities to cut across the organizational levels in co-ordination with internal / external Departments for smooth business operations.
* To make sure all processes are correctly and thoroughly documented (SOPs) and have been agreed with the Compliance Team.

**Maersk Global Centre (Logistics)**

Senior Process Associate (25-02-2015 to 30-08-2016)

Responsible in Supply Chain Management for creation Sales order and Purchase order for shipping material and container on daily basis, for both Import and Export service.

* Preparing and issuing invoice to customer on a timely manner.
* Creating Purchase Order (PO) for vendor invoices and provides the same to AP (Accounts Payable) to match the invoice.
* Ensure to meet the deliverables on time without missing SLA.
* Handling queries from country as well as from RTP (Requisition to pay) team.
* Having weekly call with country to share the business & process updates.
* Working with RTP team for open PO‟s.
* Responsible for more than 10 KPI reports on weekly basis to know the count and percentage of process.
* Verifies receipt of appropriate type and quantity of goods by comparison of purchase order with packing slip

**Infosys BPO Ltd. PHILIPS Engagement**

Senior Accountant – PTP (09-01-2012 to 24-02-2015)

Account Payable, Payment to Vendors, Inter-company accounts (ICA)

* Invoice Processing for 3rd party vendors in SAP
* Checking Purchase orders and contacting the Supply chain management if any Discrepancies such as Goods Receipt and others clarifications.
* Preparing calculation sheet for invoice posting with coding details.
* Generating invoice and making payment for commission based customers.
* Preparation of Control Sheet and send it to client for invoice posting update.
* Analyzing the Parked invoices & Blocked invoices for payment & assigning to authorized person for approval
* Performing Payment Creation Job in SAP (F110) & Rush Payment creation if urgent request received from Vendor.
* Analyzing Duplicate report, Document changes report & Payment Exception lists before executing any payment in SAP.

**HOBBIES**

Sports (walking, Exercise,

Shuttlecock)

Volunteer work

Listening Music

Reading Novels

Embossed Painting

Travelling

Cooking

**PERSONAL PROFILE**

D.O.B : 12/6/1986

Gender : Female

Marital Status : Unmarried

Nationality : Indian

* Checking returned & failed payment and investigates reasons for the same after payment execution. And to reverse returned payment documents into open item (FBRA).
* Vendor Reconciliation statements and to request missing invoice copies from vendors
* Handling Vender master data (VMD) creation & OSCAR tool
* Preparing internal control standards ICS and quality check for Internal and External Audit purpose
* Preparing SLA (Service level agreement) report for billing purpose.
* Preparation of accrual JV for the third party and analyzing parked invoices.
* Amex Invoice posting and reconciliation.
* Respond to vendor query on time and maintaining the query details in vendor query tracker in specific GMB tool.
* Intercompany invoice processing after doing missing invoice reconciliation for all counterparts which is applicable for my location.
* AP/ AR Pre-statements will be sent weekly for counterpart reconciliation
* Checking ECC tool for ICA reconciliation
* Monthly ICA payment proposals as per Philips Schedule.
* Booking of Temporary accruals for pending Invoices for the month.



**Additional Responsibilities**

* Playing a coordinator role for a one of the internal control standards
* Engaged myself in the Amex recon checking for employee expenses (Claims) in Concur tool.
* Handled Manual Payment process via SAP-Citi Direct gateway.
* Undergoing project for payment on time and achieving high performance in incessant months.

**Beeku Exports (Niyaz Apparels)**

Junior Accountant and Merchandiser (03-01-2009 to 19-04-2011)

Responsible for Coordinating with Vendors, Buyers, Factory to export quality of Garments and Import Materials. (End to End activity)

* Creating costing sheet to get orders from the buyer.
* Calculation of trims, Fabric, and packing material to place order
* Creating Purchase order, cross check with Good Receipt and arranging payment to vendor.
* Preparing Order completion Report (OCR) once Goods shipped out.

**Achievement & Awards**

* Winner of „I Star Infosys 2013-14‟ award and received Rupees

20,000/- cash prize.

* Won a title of “Individual Extra miller award” competing among several employees in Infosys Chennai.
* Won Spot Award for the year of 2014 at Infosys BPO Ltd.
* Won a Standing ovation award for my dedication and effort.
* Got appreciation from client as well as TL for resolved one critical fail payment issue
* South India Fashion Designer Contest Certificate of Award was Honored with the “BEST DESIGNER”

“FASHION FOCUS 2004” 4th of March 2005 at Music Academy Transcend Fashion Media –Anna Nagar, Chennai.