**JANEESHA**



**CAREER OBJECTIVE:**



To hold a position of responsibility commensurate to my qualification and experience, where I can be of best service to the organization and to pursue a long-term goal in Business Administration where my competence and skills gained from education and experiences be potentially enhanced in a highly motivated multi-culture company.

**PROFESSIONAL QUALIFICATION:**



**2020** GCC VAT certification using Tally.ERP 9 from G-tec, India

**2019** SAP FICO certification by SAP Education from G-tec, India

**2013** Completed Lean Six Sigma (Yellow Belt) training from Baker Hughes incorporation

**2012** Oracle Hyperion Financial Management (HFM) training from Baker Hughes Incorporation

**2012** SAP training from Baker Hughes Incorporation



**ACADEMIC CREDENTIALS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | **Master of Business Administration** | 2012 |  |
|  | **Mahatma Gandhi University, India** |  |  |
|  |  |  |  |
|  | **Diploma in Indian & Foreign Accounting (include MS Office,** | 2009 |  |
|  | **Tally, Peach-tree, Daceasy, Wings)** |  |  |
|  | **G-Tec, India** |  |  |
|  | **Bachelor of Business Administration** | 2008 |  |
|  | **Mahatma Gandhi University, India** |  |
|  |  |  |
|  | **Plus Two** | 2004 |  |
|  | **S.N Vidya Bhavan, India (CBSE)** |  |
|  |  |  |
|  | **Matriculation** | 2002 |  |
|  | **S.N Vidya Bhavan, India (CBSE)** |  |  |

**CREDENTIALS:**

* Completed IELTS with overall 6.5 band score on April 05, 2013.
* Certificate in MS OFFICE Suite (Word, Excel, Power-Point, Access, Outlook), Tally, Peachtree, Daceasy and Wings.
* Experience in SAP & Oracle Hyperion Financial Management (HFM)

**PROFESSIONAL EXPERIENCE:**

**BAKER HUGHES (Jebel Ali, Dubai)**

Industry: Oilfield Services & Shale Gas

Designation: Accounting Clerk

Duration: Jan 2012 to Dec 2013 (2 years)

**TASKS PERFORMED:**

* Proficient in processing invoices (incoming & verifying PO’s or receiving tickets), posting to vendor accounts and processing it within due date.
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions in SAP.
* Every month end to fix outages, posting journal entries in SAP & HFM for the invoices (3rd party & Intercompany) not booked in SAP & not approved.
* Vendor maintenance and reconciliation: Responsible for vendor creation and extension. Vendor payment reconciliation in order to achieve maximum invoice payments within due period through processing and resolution of parked items till it got paid. In addition to that, maintain updated vendor files and file numbers.
* Vendor clarifications: Provide clarifications to vendors on all queries raised by them relating to their payments, invoices, account statements and balances.
* Providing regular financial reports as and when they are needed.
* Compute taxes owed and make ensure it compliance with payment.
* Liaising with auditors and dealing with any irregular financial issues as they arise.
* Reconciles records with internal company employees and management, or external vendors or customers.

**Major Accomplishments:**

* Successfully handled Intercompany clean-up projects and resolution work for Africa region with regard to various issues such as old invoices unpaid or not cleared from the system, in addition to mismatched items in different company codes.
* Active member of AP Team which successfully handover Intercompany invoice processing to Malaysian Baker Hughes Team.
* Assisted in implementation of Online Invoice Processing to enhance the workflow of the department.

**ERP EXPERIENCE:**

SAP Experience:

* Processing & working on Vendor & Customer Master Reports.
* Monthly posting of Journal Entries in SAP.
* Maintaining assigned General ledger Accounts.
* Reconciliation of different Statement of Accounts.
* Assisting in creating different Purchase Orders as per the Company Codes.
* Working on different Cost Centers & Profit Centers in SAP.
* Working on Purchase Orders with the Goods Received in SAP.
* Manual Headering, Coding & payment of Intercompany & third party invoices in SAP.



**PERSONAL DETAILS:**

Date of Birth

Gender

Marital Status

Language Known

Nationality

: 29th July 1986

: Female

: Married

: English, Hindi, Tamil & Malayalam

: Indian



**REFERENCE:**

Email: [janeesha-397070@gulfjobseeker.com](mailto:janeesha-397070@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>



**DECLARATION:**

I Janeesha, hereby confirm that the information given above is true to the best of my knowledge.

Place:

Date:

Sincerely,

Janeesha