

Experienced Accountant Resume Format

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OBJECTIVE

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector.

WORK EXPERIENCE

I have over all 5 years of experience in Finance and Accounts. Which is including 2 years of Experience is related to Accounts payable process.

Worked as an Accounts Executive in **Wipro Technologies Ltd.**, From sep2010 to Aug2012.

Worked as an Accountant in **upendrakumar & Associates**, Chartered Accountants in .

From Period: July 2007 to June 2010.

Accounts payable

Roles and Responsibilities

- Ø Support the Requisition to pay invoice processing team.
- Ø Processing PO Invoices by three way match
- Ø Processing Non-PO & Service PO Invoices with approvals
- Ø Processes high value invoices / critical vendors
- Ø Validating & processing freight invoices
- Ø Invoice exceptions clearing
- Ø Passing Journal Vouchers, GR Clearing
- Ø Ensure check / controls in sub processes
- Ø Vendor master data maintenance.
- Ø Resolving client's queries regarding overdue payments
- Ø Quick response to query mails
- Ø Regular attending to team meetings
- Ø Submit need based data to Manager
- Ø Supporting to team members

Advance payments

- Ø Processing advance payment entry as per location request from client
- Ø Processing the urgent payment as per location request with finance approval
- Ø Passing entry for local cheques
- Ø Sending advance payments report to management.