

RESUME

M Karthick
No.154, Vellore Main Road,
Arcot – 632503
Ranipet District

Phone No: 9364418381
Email: karthickmadhu34@gmail.com

Experience Summary:

Junior Accounts Officer (Accounts Payable) in **DELPHI-TVS Technologies Limited, Mannur** near Sriperumbudur from **(March 2021 – Present)**

Roles and Responsibilities:

- Invoice Processing
 - a) Domestic Invoices - PO and Non-PO and Service Invoices
 - b) Import Invoices – Customs Duty, Freight and Clearing bills
- Employees related expenses like Petty cash & Reimbursement bill etc.
- Reviewing invoices and checking the requests of the same so as to avoid any errors. Matching invoices and setting up same for the payments.
- GRIR clearing and resolve the error with posting the necessary entries.
- Vendor Regular Payment - Create proposal list & payment posting and monitor accounts to ensure payments are made up to date and gave the necessary details to Treasurer team.
- Posting vendor advance and employee advance and make payments to vendor in argnet timing with required documents.
- Reconciliation of vendor accounts and outstanding statements.
- Follow the queries of the vendors and providing them with necessary details.
- Listing of pending vendor advance and follow up with purchase team to clear it.

- Reconciliation of GL account and clearing the ledgers.
- Assist auditors with providing support and prepare schedule for the ledgers.
- Processing Customer Invoices as per sale order request, processing customer advance and follow up with cash receiving.
- Passing necessary entries and adjustment with invoices and advance.
- Knowledge in working GST and TDS.

Academic Profile:

- **B.Com** from C Abdul Hakeem College Of Arts And Science (Thriuvallur University) in Visharam near Arcot with **82.6%** in April 2020
- **XIIth** Grade in GVC Higher Secondary School in Arcot with **90.5%** in March 2017
- **Xth** Grade in GVC Higher Secondary School in Arcot with **90%** in March 2015

Technical Skills:

- **MS Office**
- Under going **SAP FI** (Accounts Payable)
- Completed **Junior Typewriting** in English with First Class Distinction
- Completed **Tally ERP 9.0** Course with 'A' Grade

Personal Information:

Name	:	M. Karthick
Date of Birth	:	07-06-1999
Father Name	:	R.B. Madhukar
Language	:	Tamil and English