
SAMITHURAI.P**MBA - Finance**

**Career Objective**

I would like to utilize my talents, knowledge and skill towards the development of the organization, I would like to work with utmost respect to business ethics and I would like to grow along with the organization.

Education Qualification

Course	Institution	Board/University	Year of Completion	Grade/ Percentage
MBA (Finance)	KCT Business School, Coimbatore	Autonomous, Anna university	2015	6.47CGPA
BBM	SNR sons College, Coimbatore	Autonomous, Bharathiyar university	2013	70%
XII	Govt. HSS Kuttamath, Cheruvathur	State board	2010	75%
X	Govt. HSS Kuttamath, Cheruvathur	State board	2008	70%

Working Experience

Company Name : Petrofac Projects And Services India Pvt. Ltd

Duration : 19th September 2022 to 4th August 2023.

Designation : Accountant II

Process : Accounts payable

Roles & Responsibilities

- Accounting the vendor Invoices
- Processing the PO & Non PO Invoices
- Handling the VAT /WHT/GST / TDS Invoices
- Applying the Bank guarantee holds & PO closed out holds
- Quality checking of AP invoices before releasing payment for invoices

- Preparing AP vendor reconciliation of Vendor SOA and Petrofac Creditors Ledger books
- Preparation of monthly query exception Data to sort out issues
- Interacting with different projects stakeholders for approval of invoices
- Preparation of petty cash file to analyze the available expenses and non-available expenses.

Working Experience

Company Name : Genpact India Private Ltd
Duration : 10th October 2019 to 2nd August 2022.
Designation : Process Developer
Process : Accounts payable

Roles & Responsibilities

- Efficiently process vendor invoices (MIRO)
- Processing 3-Way and 2-Way matching of invoices
- Handling PO and Non PO invoices
- Invoice verification
- Accounting credit memos
- Invoice reversal and reprocess
- Handling VAT and Withholding tax
- Analysis and resolve invoice discrepancies and issues
- Handling vendor queries and responds on timely manner
- Vendor clearing
- Assist with month end closing.

Working Experience

Company Name : Team Lease Services Ltd. & Conduent Business Services Pvt. Ltd
Client : RENAULT & NISSAN AUTOMATIVE INDIA PRIVATE LTD.
Duration : From September 1st 2016 TO September 20th 2019
Designation : Finance Associate
Process : Accounts payable

Roles & Responsibilities

- Accounting the purchase order invoices (MIGO & MIRO)
- Processing 3-Way matching of invoices
- Tax auditing of processed invoices to ensure accuracy before releasing the payment
- Preparing GR/IR file and ensure all invoices accounted
- Coordinating with RNPO team for resolving PO related issues
- Vendor reconciliation, resolution and sign off confirmation for vendor basis
- Coordinating with various departments for reconciliation and ensuring receipt invoices
- Correlating with vendor and scheduling the meeting for various invoice disputes
- Clearing and reprocessing the dispute invoices
- Month end closing activities as provision and prepare JVs for rectification.

Professional Skills

- Ability to meet deadlines
- Vendor relationship skills
- Analytical skills
- Email handling.
- Problem analysis and problem solving skills
- Professional integrity

Certifications Done

1. I have completed 3 months Tally ERP.9 Certification Course at CCI computer education, Coimbatore.
2. I have done 3 months MS Office Certification Course at CCI computer education, Coimbatore.

Computer Skills

- Tools & Technologies : Proficient in Microsoft (Word, Power point and Excel)
- Operating Systems : Windows 7&10
- Working Knowledge : SAP Application , Verification Tool , Newgen
- Accounting knowledge : Tally ERP.9
- Typewriting : English

Personal Information

Name	:	Samithurai.p
Gender	:	Male
Date of Birth	:	02-05-1991
Father's Name	:	Mr. S. Bhagyaswami
Contact Address	:	3/199, South street, South Panavadali, Panavadali chathram (post), Sankarankovil (Taluk), Tenkasi (district), Pin - 627953
Mobile No.	:	+91 8072889747
E – Mail ID	:	samithuraip91@gmail.com
Languages Known	:	English, Tamil, and Malayalam

Declaration: The information furnished above is correct to the best of my knowledge.

Date:

Place:

Samithurai.P