SRIHARI ADHITHYA AS

CONTACT

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- coimbatore

ACCOUNTING SKILLS

- SAP FICO
- 2 Way matching concept
- Vendor management
- Invoice processing
- procure to pay (P2P)
- Auditing
- General ledger
- Record to Report
- Order to Cash

TECHNICAL SKILLS

ERP : SAP FICO ECC6.0   EHP7 , XERO.

APPLICATION : MS OFFICE WORD,EXCEL.

WORKSHOP : TALLY ERP.9.

EDUCATION

Dr sns college of arts and science college

Bcom (PROFESSIONAL ACCOUNTING)

2018 – 2021

CERTIFICATIONS

Certified Sap fico consultant

Thiranz Tech Soloutions

PROFILE

Looking forward to being associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts and having 2.3 years of experience in invoice processing , accounts payable ,accounts receivable , SAP.

PROFESSIONAL EXPERIENCE

COGNIZANT TECHNOLOGY SOLOUTIONS

Process executive   1.4 YEARS

- Review and verify invoices for accuracy, completeness, and compliance with company policies and procedures.
- Maintain effective relationships with vendors, handling inquiries and addressing any payment-related issues promptly.
- Follow up with requisitions (via calls/ emails or tickets) to solve hold invoice as per the AP guideline
- invoice auditing and payment processing.
- Eloquent and demonstrate basic Accounts payable process concepts – 2 way and 3 way match.
- Processes disbursements to vendors based on reconciliation of invoices, purchase orders and receiving documents
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc
- Prepare the applicable accounting reports/schedules and accounts payable register to ensure accuracy and provide audit supports during internal and external.

SUMMER INDIA TEXTILE PRIVATE LIMITED

Accounting Executive   1 YEAR (CONTRACT)

- Having experience in SAP to verify the invoices
- Accounts Payable, Invoice processing, Vendor Payment
- Managing AP helpdesk Addressing Vendor queries over email Addressing Vendor queries over phone AP Close
- Schedule activity Helpdesk Efficient query management and resolution as defined by the Process Escalation to the supervisor for issues that cannot be handled basis materiality
- In p2p process worked under the accounts payable team .
- Preparing local invoices.

SAP FICO SKILLS

FINANCIAL MANAGEMENT

GENERAL LEDGER

- Configuration of Enterprise Structure and Assignment of organizational Units Fiscal year, Posting Period, and field status variant.
- Creation of G/L Master data, G/L Document postings, Configuring GST, TDS, and FI/CO Real-time integration .

ACCOUNTS PAYABLE

- Configuration of Vendor Accounts Groups, Terms of Payment, etc.…
- Creation of Vendor Master data, Posting Vendor Invoices, clearing payment, posting special G/L transactions, Cash discount.

ACCOUNTS RECEIVABLE

- Creation of Customer accounts, Master Data management.
- Posting sales invoices, clearing payments, Displaying balance, tolerance, discount, etc…

BANK MANAGEMENT

- Creation of House Bank, Bank Master Data, Cheque Management, Bank Reconciliation Statement, etc…

ADVANCE SETTINGS

- Creation of Automatic Payment Program in AP, Dunning Process in AR, Foreign Exchange Rate.
- Integration with FI – MM, FI - SD.

INTERNSHIP   **THIRANZ TECH SOLOUTIONS**

- **Accounts Payable**: Check Configuration settings, maintain terms of payment, reconciliation account, change vendor master data, post PO vendor invoices, vendor account balance, cash discount, down-payment, clearing, vendor tolerance, and purchase return.
- **Accounts Receivable**: Customer accounts and master data management, Sales invoices, sundry accounts, Sales return, tolerance, payment terms, etc…,

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