

# RESUME

## **AMALA SANGEETHA. S**

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### **Objective**

To work in a dynamic organization where I would get full opportunity to grow and contribute meaningfully to the growth of the organization and where growth is commensurate to one's effort and performance.

### **Work Experience**

1. Company: Management Industrial Trainee (MIT) in Bharat Electronics Limited, Bengaluru.  
Period: 1<sup>st</sup> August 2019 to 25th February 2023.

Job Description:

#### **Accounts Payable (Aug 2019 – July 2020 & Aug 2022 to 25th February 2023)**

- Verification and processing of local bills and service bills in line with the purchase order.
- Verification and processing of miscellaneous bills (Non-PO payments) as per the procedures of the company.
- Reviewing invoices and checking the requests of the same to avoid any errors.
- Creating vendor liability for payments in SAP for both PO's and Non-PO's based invoices.
- Creation of liability after considering TDS sections like 194C, 194Q, 194I, 194J, TDS on GST etc.
- Withholding of deductions and taxes like LD, GST, TCS etc wherever applicable.
- Receiving invoices and other relevant documents from employees for reimbursements. After receiving approvals from the management, create liability and make payments in accordance with the procedures set by the company.
- Matching invoices and setting up the same for payments.
- Monitoring and reviewing advance payments to Vendors (including TDS wherever applicable) as per the purchase order conditions and for employees as per the procedures set by the company from time to time.
- Doing vendor reconciliation.
- Co-ordination with the purchase department or other departments for any queries related to bills, follow up and release of payments.

- Passing RCM entries and availing tax credits manually wherever possible.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Preparing weekly and monthly reports and submitting to department heads.
- Preparation and maintenance of PO and miscellaneous files.
- Replying to Audit queries and coordinating with auditors.

### **Purchase Finance (Aug 2020 – July 2022)**

- Preparation of checklist including BOM checking for the purpose of vetting the purchase orders.
- To critically analyse and verify the terms and conditions to ensure that they are within the purchase procedures / Sub-contract procedure / SDOP of the company.
- Verifying the comparison statement prepared by purchase / sub-contract to arrive at the L1 status of a vendor after considering the applicable taxes, freight charges and miscellaneous charges (if any).
- Verification of purchase proposal with relation to applicable taxes, tax credit and tax exemption as per Act.
- Vetting and releasing of purchase orders.
- Opening of tender documents with the participation of purchase department.
- Checking and analysing amendment PO files and Miscellaneous files.
- Checking of Manual C-Charts.
- Coordinating with purchase and other departments for any queries.
- Replying to Audit queries related to purchase.

2. Company: Functional Associate in Tusthi Executive Access & Consultants, Bengaluru.  
Period: 2 May 2011 – 30 August 2011

### **Job Description:**

- Receiving request from clients and understanding it.
- Sourcing of profiles from different sources as per the Job Description given by the client.
- Initial Screening and short listing of profiles.
- Confirming the profiles by calling the suitable candidates.
- Understanding Candidate's interest, collecting details like compensation, notice period in the current organization, reason for switch over, etc.,
- Forwarding the profiles to the required clients.
- Scheduling Interviews for the shortlisted candidates.
- Follow up off candidates and the clients for further interviews.
- Negotiating & finding the salary limit of the prospective candidate.
- Ensuring receipt of offer letter to the selected candidates.
- Maintaining the candidate database
- Shooting mails regarding job opening on job portals like Times and Naukri.com

**Educational Profile**

Year of Passing	Course	Institution	Board	Result
December 2012	CMA Inter	The Institute of Cost Accountants of India	ICAI, Kolkata	51.16% (Aggregate of 2 groups)
2010	B.Com	St. Anne's First Grade College	Bangalore University	69.66% (Aggregate of 6 semesters)
2007	P.U.C	Government P.U College J.C. Nagar Bangalore-560032	Dept. of Pre-University, Karnataka	71.16%
2004	S.S.L.C	St. Joseph's Girls High school	K.S.E.E University	68.16%

**Technical Proficiency**

- SAP – FICO
- Tally 9
- MS Office

**Personal Dossier**

Name : S. Amala Sangeetha  
Date of Birth : 15<sup>th</sup> September 1988  
Father's Name : M. Susainathan  
Gender : Female  
Marital Status : Single  
Nationality : Indian  
Languages known : English, Kannada and Tamil.

(S. Amala Sangeetha)

