SANTOSH KUMAR M

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Summary

Detail-oriented and results-driven professional with two years of experience as a healthcare AR- Analyst and additional experience in clerical operations. Recently trained in SAP FICO with knowledge of General Ledger (GL), Accounts Receivable (AR), Accounts Payable (AP), Asset Accounting, and OTC processes, including integration with SD and MM modules. Seeking to start a career as entry level position in SAP or finance-related roles, leveraging domain knowledge, ERP skills, and analytical expertise in a professional environment.

Skills

Accounting & ERP Software skills

- SAP FICO (S4HANA) latest version Consultant, End user - knowledge in SAP FICO (Trained in Finance & Controlling modules - Enterprise structure, General Ledger, Accounts Payable / Receivables, Assets Accounting, Bank Accounting , Procure to pay , Order to cash)
- DATA ABSTRACTIONS - Automated extractions of key financial fields (e.g., Supplier, date, document type currency and invoice etc.) Extracting and structuring financial details into fields.

Technical skills

- Microsoft Excel & Word - knowledge of spreadsheet (basic formulas, sorting/ filtering)
- Data entry & Typing - Fast and Accurate typing speed.
- Soft skill - Time efficient and Task management , Adaptability , Able to communicate well, Team player and problem Solving.

Soft skills

Time efficient and Task management, Adaptability, Able to communicate well, Team player, Problem Solving

Languages Known

TAMIL, ENGLISH, HINDI

Work Experience

CLERICAL ASSISTANT - OUTSOURCING at University of Madras, chennai - Mar 2025 - May 2025

- Maintaining records and providing general office assistance.
- Maintaining records of books issued and returns.
- Ensuring that all materials of cataloged and maintained in good conditions including digital resources.
- Manage library membership records
- Help visitors find books, journals, or digital resources.
- Provide basic guidance on library usage and rules.

JUNIOR PROCESS ASSOCIATE - AR ANALYST at Ags healthcare private Limited, chennai - May 2021 - Jan 2022

- Reviewed and corrected billing charges as per client and payer guidelines.
- Resolved coding errors (CPT/ICD/modifiers) to reduce claim denials.
- Validated charge entries with patient records and documentation.
- Ensured billing accuracy and compliance with healthcare regulations.
- Coordinated with AR and coding teams for issue resolutions.
- Identify recurring issues to prevent future errors.

Education

M.Com in Commerce from UNIVERSITY OF MADRAS - Jul 2022 - Sep 2024

B. Com in Computer Application from APOLLO ARTS AND SCIENCE COLLEGE CHENNAI - Jan 2017 - Dec 2020

Licenses & Certifications

Tally pro Certification - NEO ORANGE TECHNOLOGY CHENNAI - Oct 2020

Completed Tally pro Certification with stimulated training; seeking opportunity to apply knowledge in a practical environment.

Fundamentals of Banking Online Course - SRI KRISHNA ADHITYA COLLEGE COIMBATORE - Aug 2020

Covered banking principles, types of accounts, banking operations, financial products, and regulatory compliance.

Internship

SAP FICO CONSULTANT / END USER - Jul 2025 - Oct 2025

- Proficient in SAP FICO (End User Operations) SAP FICO configurations (GL AR AP AA CO PCA).
- Hands-on Experience SAP Fico End user for daily accounting operations journal entries vendor/customer transactions, and financial Reporting.
- End-to-End implementation and support Projects.
- Trained in SAP CO Modules: Cost Centre Accounting, Internal Orders. Hands-on with T-Codes: FB60, F-43, F-02, F110, F-28, FBL1N, FBL5N, FS10N, ABZON, AFAB, S_ALR_87012326.
- Integration with SD, MM Modules strong understanding of financial business Process.
- Dual Exposure as SAP FICO Consultant and End User, with practical experience in both system configuration and real-time financial operations.

Data Executive Trainee - Data abstraction - Apr 2024 - Aug 2024

- Document and Analysis & Data Extractions: Proficient in Extracting key data from clients - Uploaded documents (invoices, receipts) Expenses, statement etc.
- Identifying essential data points like document type total type, supplier and total Amount, reference number data.
- Root Cause Analysis & Problem-solving, Expert in conducting root cause analysis to resolve data processing issue implemented data-driven solutions, increasing efficiency and accuracy by 20%, ensuring streamlined data handling.