

SANTOSH KUMAR M

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Summary

Dedicated professional with Two years of experience in the medical billing specialization in charge correction processes. including identifying and correcting billing discrepancies, and clerical domain handling administrative roles. Recently training skillset through practical experience in SAP Consultant to support and pursue long term growth in ERP Domain . Practical understanding of business process including Financial Accounting (FI) and Controlling (CO)Modules, General ledger posting , Accounts payable/Receivable, and Asset accounting , configurations. Eager to contribute as an entry level opportunity of SAP FICO implementation or end user support roles to apply my academic knowledge and ERP Training in a professional environment.

Skills

Accounting & ERP Software skills

- SAP FICO (S4HANA)Consultant | End user - SAP FICO Configuration (GL,AR, AP, AA, CO,PCA)
- DATA EXTRASATIOS -Automated extraction of key financial fields (e.g., invoice number, date, amount) from client-uploaded invoices and statements using OCR and data parsing tools.

Technical skills

- Microsoft Excel & Word - Knowledge of spreadsheet , basic formulas , Data formatting and reporting.
- Data Entry & Typing - Fast and Accurate typing speed.
- Soft Skills - Time Efficient and Task Management , Adaptability ,Able to communicate well , Team player and 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.
- keeps record books systematically
- Maintaining records of books issued and returns.
- Ensuring that all materials of cataloged and maintained in good conditions including digital resources.

JUNIOR PROCESS ASSOCIATE - AR ANALYST at Aps 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 resolution.
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Education

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

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

Licenses & Certifications

NEO ORANGE TECHNOLOGY CHENNAI - Oct 2020

'Completed Tally pro Certification with stimulated training; seeking opportunity to my knowledge in a praticle environment.'

SRI KRISHNA ADHITYA COLLEGE COIMBATORE - Aug 2020

Fundamentals of Banking Online Course

Internship

Data Process Executive Trainee - 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.

SAP FICO Consultant | End User Operations at Pumo Tech novation - Current

- 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
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