

# JITHIN RAJ R

## ACCOUNTS PAYABLE SPECIALIST

## CONTACT

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 Wadgaonsheri, Pune, MH

## EDUCATION

- **MBA in Finance and Marketing**  
Bangalore University in 2015
  - **B.com-Computer Application**  
Mahatma Gandhi University in 2013

## SKILLS

- Invoice Processing
  - General Ledger
  - Reconciliation
  - Journal Entries
  - Purchase Order
  - Vendor Management
  - Accrual
  - Financial Reporting

## TECHNICAL

- MS Excel
  - MS Power Point
  - Power BI
  - Oracle
  - Coupa
  - Tally
  - Citrix

L A N G U A G E S

- English
  - Hindi
  - Malayalam

## PROFILE

Accounts Payable Specialist with 7 years of experience in managing efficient and accurate processing of vendor invoices, payment schedules, and account payment reconciliation. Skilled in applying financial best practices to ensure timely and accurate financial reporting.

Managing vendor relationships and collaborating with cross-functional teams and committed to continuous learning and professional development in the accounting field.

## WORK EXPERIENCE

□ UPS Logistics Pvt. Ltd (United Parcel Service)

Specialist-Accounts Payable, Pune, MH 2017 - PRESENT

- Ensure the accurate processing of invoices within the agreed turnaround time.
  - Reconcile bank payment rejections, Direct Debits, and refunds.
  - Reconciliation of accruals, payments, and cash in transit.
  - Collaborate with requestors to obtain necessary approvals for non-approved invoices.
  - Ensure timely follow-up on pending invoices as per the established guidelines.
  - Analyse reports and support Lease, Accrual, and intercompany departments.
  - Clear outstanding payments by reconciling the balance sheet liability account.
  - Prepare journal entries and VAT correction journals.
  - Directly engage with clients (end users)/suppliers/third parties when necessary.
  - Providing daily appropriate information on reconciliations reports to management.
  - Offer decision support to the business by analyzing invoice processes, ensuring compliance with policies, and suggesting rectifications.
  - Participate in calls and analysis and resolve vendor concerns.
  - Resolve Purchase Order concerns and report to Procurement and Country.
  - Assist with special projects within the accounting department.
  - Support both internal and external audit processes.
  - Track orders to confirm the delivery of goods/services received for transferring payments to vendors

SATVISION (Distributors of Satellite Equipment's)

Accountant, Kerala

2015 - 2016

- Sales report analysis and reporting.
  - Processing invoices and credit notes.
  - Working closely with the sales team for product promotions.
  - Manage monthly Bank Reconciliations.
  - Handling Petty Cash and employee expense reimbursement process.
  - Managing and ERP recording of daily Payments and receipts transactions.
  - Managing of quarterly stock audits.
  - Coordinate with Procurement to identify, analyze, and implement updates.