

SUPRIYA SAMADDAR
FINANCIAL SAP FICO CONSULTANT & BILLING OFFICER

Date of Birth: 27th July, 1998

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CAREER OBJECTIVE

Experienced Billing Officer with 5+ years & Also Fico Consultant with 2+ years of Experience in providing administrative, financial & customer service support. Skilled at working with both customers & vendors to ensure accurate billing and timely payments.

EXPERIANCE

Assistant Billing Officer (2020 to till now) ANMOL INDUSTRIES LTD.

- ω Creating Issuing invoice to customer & vendor.
- ω Processing Credit Memo & All type of report.
- ω Preparing Statement of customers, Document posting for A/R AND A/P.
- ω Create Tolerance Groups for (Employees & G/L Accounts & Customer and Vendor)
- ω Assets Accounting & All Billing Process Including Export Bill, E-WAY BILL GENERATION.
- ω GRN (OUTBOUND DELEVERY AND PO BASED)

PROFESSIONAL SYNOPSIS

- ¤ Working As an Assistant Billing Officer in Anmol Industries Ltd.
- ¤ SAP FICO certified with extensive training on SAP H/4 HANA from “THE INTERFACE GROUP” FROM SALT LAKE
- ¤ In depth knowledge of FI Organization Structure.
- ¤ In depth knowledge of General Ledger Accounts creation.
- ¤ In depth knowledge of Asset Accounting & Billing Officer.

SAP CERTIFICATION & TRAININGS

SAP ERP Financials, SAP FICO. (2022-2023)

SAP FICO AND TALLY PRIME (INCLUDING GST)

Proficient knowledge in Microsoft office (Word, Excel, Power Point).

SAP S/4HANA FICO Skills:

A-Enterprise Structure

1- Define Company Code & Assign Co Code to Company

2-Create all type number range.

3-Document verification.

B- Financial Accounting Global Settings

- 1- Define Settings for Ledgers and Currency Types &**
- 2- Define & Assign Fiscal year Variant to Company Code**
- 3- Define Variants for Open Posting Periods**
- 4- Open and Close Posting Periods**
- 5-Define Document Number Ranges for Entry View**
- 6- Copy Document number ranges to fiscal year**
- 7- Define Document Types for Entry View**
- 8- Define & Assign Field Status Variants to Company Code**
- 9- Define Ledger for CO Version**

C- General Ledger Accounting

- 1- Create & Assign Chart of Accounts to Company Code**
- 2- Define Account Group**
- 3- Define Retained Earnings Account**
- 4- Create Tolerance Groups for (Employees &G/L Accounts &Customer and Vendor)**
- 5-Execute Consistency Check of General Ledger Settings**
- 6-Foreign Currency Valuation**
- 7- Define Currencies, Exchange Rates and Exchange Rates & Document Splitting**
- 8-Define Taxes on sales and purchases**

D- Accounts Receivable and Accounts Payable

- 1- Define Customer and Vendor Accounts Master Data**
- 2- Customer/ Vendor Integration with Business Partner**
- 3- Define Payment Terms and Cash discount Configuration**
- 4- Automatic Payment Program**

E- New Asset Accounting

- 1- Chart of Depreciation**
- 2- Depreciation Area**
- 3- Integration with the General Ledger**
- 4- Transactions**

F- Cash Journal

- 1- Set Up Cash Journal**
- 2- Maintain Business TransactionS & Set Up Print Parameters for Cash Journal.**

G- Controlling

1- Maintain Controlling Area and assign with company

2- Maintain Versions

3- Activate Profit Center Accounting

4- Define Profit Center Standard Hierarchy in Controlling Area

S-Define Standard Hierarchy

H. Good understanding cross functional integration of modules FI-MM &FI-SD

ACADEMIC QUALIFICATION-

NAME OF EXAM	BOARD /COUNSIL	YEAR OF PASSING	RESULT
M. P	W.B.B.S. E	2015	57.90%
H. S	W.B.C.H.S. E	2017	68.40%
B.COM(H)	C.U	2020	60%

PERSONAL DETAILS -

NAME-SUPRIYA SAMADDAR

DATE OF BIRTH- 27/07/1998

C/O- LATE PRASANTA SAMADDAR

SEX – MALE

NATIONALITY- INDIAN

CASTE-OBC

MARITAL STATUS- Unmarried

LANGUAGE KNOWN- Hindi, English, Bengali HOBBIES- Swimming, listen songs

ADDRESS- VILL+P.O- ABHOYNAGAR

P.S- NISCHINDA, DIST-HOWRAH, WEST BENGAL, PIN-711205

ACHIEVEMENTS & SKILLS -

i) Proficient knowledge in Microsoft office (Word, Excel, Power Point)

ii) Advance Knowledge in SAP & TALLY PRIME (INCLUDEING G.S.T)

DECLARATION -

I hereby declare that all the above information given here is true and best of my knowledge & if any irregularities found I will be solely responsible for that.

Date-

Place-
