**Sivakumar P**

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**Objective**:

To secure a position with a progressive and innovative company where I can utilize my existing skills in the areas of Finance, Banking and Accounts for mutual growth

**Academics:**

* **Mater of Business Administration** with Specialization in Finance at Anna University Chennai 2014 -65%
* **Bachelor of Commerce** atBharathiyar University ,Coimbatore 2011 -62%
* **12th std** in State Board at Govt Hr. Sec School , Oddanchatram 2008 – 69%
* **10th std** in State Board at Govt Hr. Sec School , Thiumalairayapuram 2006 – 52%

**Present Employment:**

* Total Experience: 20th May 2014 to Till date
* Employer: HP Global E-Business
* Designation: Senior Finance associate
* Nature of work: AP (Accounts Payable)

**To execute the following works:**

* Entries for Inventory asset account – Invoice process through SAP MIRO.
* Write off entries for unbilled Purchase orders with Controllership approvals.
* Write back entries for GR unloaded Purchase orders which are open from long.
* On time payment analysis for full region – Justification to management why invoices are not able to pay on time.
* Vendor to Vendor balances transfer by JE entries – on special request.
* Non Purchase order entries for Monthly & package invoices.
* Reconciliation of specific Vendor accounts – Prioritize of Not paid & Due invoices
* Manual payment request execution - on special request.
* Responsible for **MEC** Report of whole team, Preparing and Reviewing of Control Files.
* Also doing the QC of the invoice processed just to make sure that the vendor has been paid correctly.
* Follow up if there is an discrepancy contain in PO
* Clearing the Block documents
* Preparing weekly GIT and RNB report and follow up.
* Clearing fallouts which is not flown to payment instance.
* Preparing weekly error report & analyzing the same.
* Preparing weekly recons(Sap to Sap recons, Follow-up recons)

**Technical Excellence:**

* Handy in SAP (Systems, Applications, Products in Data Processing), MS Office & Outlook.

**Personal Details:**

Date of Birth : 05-April -1991

Gender : Male

Marital Status : Single

Languages Known : English & Tamil

**Place:** Bangalore

**Date: Sivakumar .P**