

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

## Professional Summary

SAP FI trained Chartered Accountant (Inter) with over 7+ years of experience in the areas of Finance, Accounts and Auditing with 4+ years of sap functional experience with 1 implementation. Involved in different phases like As-Is study, Business requirement collection, GAP analysis etc.  
**Visa Status - H1 B**

## Skills

- Microsoft Office Suite proficiency
- SAP R1/R3 (FICO)
- Customer Service
- General Ledger Accounting
- Account reconciliation
- Accounts receivable specialist

## Education

CA Inter: 2003

Institute of Chartered Accountants of India

B.com: Commerce, 2000

Kanodia College - Jaipur

- Scored Second Rank in B.Com.
- Distinction in Accountancy and Economics.

## Certifications

- SAP FICO functional training – Apr. 2012 from Global SAP Institute
- E-Commerce certification from SSI
- Six Sigma Yellow Belt

## Experience

SAP FI/CO Consultant/Business Analyst, 01/2015 to 10/2016

Honeywell – Jacinto City

- Served as liaison between business users and application service providers.
- Conducted business process Gap Analysis between To-Be design and SAP standard Business Processes, and made recommendations for Process Improvement.
- Translated business requirements into SAP functional requirements.
- Financial Accounting- General Ledger: Configuration and Customizing G/L Account Master Records, Chart of Accounts, Field Status Group, Automatic Account Determination, Financial Statement Version, G/L Display Configuration.
- Account payable and account receivable: Configuring and Customizing Vendor and Customer Master Data, Account Groups, Logistics Invoice Verification, Terms of Payment, Tolerance Group, Invoice, Payment, Configuration, Dunning, Interest calculation, Check Management .
- Cash and Bank: Configuration and Customizing cash journal and other related area including Cash Management and Fund Management, Customizing of Bank, House Bank, Payment Method, Automatic Payment, Check Payment and all other related areas.
- Asset Management: Configured Chart of Depreciation, Depreciation Areas, Asset Classes, Asset class Account Determination, Calculation Keys, Depreciation Keys Transaction Types, Acquisition, Retirement.
- Controlling: Cost Center/Cost Element Accounting: Configuring and Customizing the Cost Elements/Cost Centers.

SAP FI Analyst, 06/2013 to 2015

Jones Lange Lasalle Inc. – Kalamazoo

### Responsibilities:

- Creation of Vendor and Customer records and loading of legacy data into system.
- Define document types and number ranges, understanding the concept of posting keys .
- Creating Bank Master data, House banks, G/L account for each bank account and creating reconciliation account for vendors and customer.
- Designed General Ledger, which includes chart of Accounts, Account groups, Posting periods, and made settings for FI entries, Recurring, Parking docs.
- Vendor Master, Vendor groups, number ranges, parking and recurring entries, Special GL transactions like down payments received/made, payment terms, and tax codes.
- Financial: General Ledger, Accounts Payable, Accounts Receivable, Asset Accounting, Treasury, Bank Accounting.
- Defined chart of accounts, account group and general ledger accounts for each company code, created bank master data, house banks and G/L accounts in different currencies for each bank account and creating reconciliation accounts for vendors and customers and assets.
- Created vendor master, customer master with screen layouts and configured the automatic payment program.
- Worked on AP- Vendor transactions, Master data, Check management, house banks, payment program, payment terms, deduction management, Clearing Inter-company Vendor/Customer Open Items, Logistics invoice verification, Evaluated receipt settlement.
- Designed structure for Cost center Accounting, Profit center Accounting and Internal orders.

Sr. Finance Analyst, 2012 to 05/2013

Aegis Sciences – Asheville

### Responsibilities:

- Review & Preparation of monthly Reports.
- Salary posting in SAP R3 & Clearing.
- Assisting in preparation of the budget.
- Posting of accruals in SAP & its reversals.
- Cost Center Analysis – analyze the expense as per location, function, owner and source. Inter-company monthly balance comparison report generation.
- Financial reports by collecting, analyzing, and summarizing account information and trend
- Amortization – passing entries and it's GL recon.
- Responsible for keeping Books of Accounts, Preparation of Balance Sheet and Profit and Loss Account on Monthly, Quarterly, Half yearly and Yearly basis.
- Preparation of MIS Reports like Debtors & Creditors outstanding statements Budget Reports, monthly operational data etc.
- Maintains accounting ledgers by posting account transactions. Reporting – Creation of Weekly and Monthly Reports.
- Chairing CDB calls with client on weekly basis.

Finance Analyst, 03/2010 to 11/2011

Chemetall – Columbia

### Responsibilities:

- Vendor payments through scheduled pay-cycles, handling rejection and refund of payments.
- Co-ordination with bank for various quires.
- Working with PCC (Payment clearing Centre) process for SAP Finance Account Receivables and Bank Reconciliation and involved in various reporting in Accounts receivables with the help of Sap and Excel reports.
- Responsible for the end-to-end processing of the accounts payable function.
- Processing of Purchase Orders and NON Purchase orders into SAP.
- Posting Journal and Ledger Accounts.
- Creation of Vendor maintenance Accounts .
- Invoice Posting, approval, and schedule payment to vendor.
- Preparing Financial Analysis Reports .
- Prepare month end Accounts Payable accrual and other reporting as needed.
- Verification of Bank Reconciliation, Inter-company transactions, handling all other day-to-day activities in the Finance Department.
- Conduct Root cause analysis for Open line items
- End User Demo, Training and preparation of User Manual Document

Process Analyst, 08/2009 to 02/2010

Maersk Global Service India Pvt Ltd – City

### Responsibilities:

- Daily reconciling Banking files received from HSBC, HDFC, Axis and Indian Bank with internal General ledger balances.
- In SAP (R/3) Managing Bank accounts reconciliation (Master, Disbursement, Collection and IHB (In house bank) including Pass Book and Cash Book matching.
- Working with PCC (Payment clearing Center) process for SAP Finance Account Receivables and Bank Reconciliation and involved in various reporting in Accounts receivables with the help of Sap and Excel reports.
- Daily balance updating collection received from customer and payment made to vendor to manage working capital.
- Preparing Weekly, Monthly, Quarterly and Yearly Bank Reconciliation report for all collections, Disbursement account and presenting them in front of management for review.
- Follow up of aging items from internal & External bank GL's.
- Investigation for Open line items.

Trainee, 2000 to 11/2002

Vyas & Vyas – City

- Books of accounts/management accounts are produced correctly & timely and are in sync with the accepted Accounting Standards, Taxation and Company Laws, Barlow's Accounting Policy.
- Budget Preparation, Coordination and effective follow up for implementation.
- To ensure that the liquidity of the company is maintained by efficient collection of debt and in turn honor its commitment of payment to suppliers, government and financial institutions.
- Supervision of day-to-day accounting functions.
- Prepare journal entries.
- Updates and reviews monthly account reconciliations.
- Meets accounting close deadlines.
- Communicated audit results to upper management through written reports and oral presentations.
- Gather data for internal audits through interviews, financial research and downloads. Articulated audit findings, risks and detailed recommendations to senior management.