

FEMINA E. K.



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Career Objective

Seeking a challenging and rewarding career as **SAP FICO Consultant** in a reputed organization where I can utilize myself at optimum level. Having **Six years** of experience as a **Senior Process Executive** and **Accountant** with solid analytical and quantitative skills accompanied with a strong passion to work in finance industry.

EDUCATION

BBA (First Class)	2006
PGDCA (First Class)	2007
Practical Accounting (First Class)	2008
SAP FICO Power User Program	2022

INTERNSHIP IN SAP FICO

Enterprise Structure | Accounts Payable
Accounts Receivable | Asset Accounting

STRENGTHS

Good oral and written communication
Good analytical and logical abilities
Quick learning and problem-solving skills
Ability to work independently and as part of a team
Self-esteemed and self-determined in achieving goals
Willingness to learn new things and work under pressure

SOFTWARE EXPOSURE

- Microsoft Word
- Microsoft Excel
- Microsoft Teams
- Microsoft Outlook

Professional Skills & Experience

SAP FICO Consultant

Enterprise structure: Configuration of Enterprise Structure and assignment of organizational units

Accounts Payable: Configuring and customizing customer account group, vendor master data, automatic payment program, and house bank customization

Accounts Receivable: Configuring and customizing customer account group, customer master data, configuring dunning areas and dunning procedure

Assets Accounting: Configuring and customizing of assets, maintaining of asset master data, acquisitions, retirements, transfers, revaluation of assets and depreciation run

Basic knowledge in Controlling: Cost Centre Accounting, Internal Orders, Profit Center Accounting, COPA Reporting

Senior Process Executive

Infosys (Feb 2012 - Dec 2014)

Skilled in quote to cash lifecycle, order booking and management, generating sales order number

Queue management, assigning cases to the team, and monitoring the performance

Address customer queries, handle client escalations, resolve any concerns or problems

Satisfy customer needs and making sure client relationships are maintained

100% process adherence to transaction processing timelines

Accountant

Harisree ABACUS Education Center (Mar 2008 - Oct 2010)

Hands on day-to-day general entries to manage accounts

Analysis of bank book, bill receipts, and ledger books

Review of weekly and monthly reports

Payroll management of 300 teachers and accounts of 10,000 students

Handled correspondences with staff, teachers, and parents

Schedule meetings and noting down minutes of meeting