

## CHAITHRA. R

Email : [chaithraramesh524@gmail.com](mailto:chaithraramesh524@gmail.com)

Contact No: +91 7349460459

[Project Financial Executive – AP & AR Process]

### Career Objective

Multi-Tasking Professional with 5 Years 8 months of experience in the Accounts payable and Accounts Receivable process with SAP S/4 HANA. Can manage the Team efficiently with the experience in a transition project. Looking forward to a challenging position in a reputed organization, where I can have my horizons for the growth and betterment of the organization thereby contributing to my career goals as well.

### Key Competencies

Accounts Payable Process & Management, Accounts Receivable Process, SAP S/4 HANA, Finance & Accounts Reports, Purchase Requisition and Purchase order Processing, Sales order processing, MSOffice & Excel.

### Professional Experience

#### **Indian Institute of Science, Bangalore**

Feb 2018-Present

**Role:** Project Financial Executive – Accounts Payable & Accounts Receivable Process and Management

**Key deliverables:** Maintenance of Finance and Accounts Reports: creating Domestic and Foreign purchase order, verifying & reconciling invoices to customers, payment processing, cash advance application, tracking payments and creating vendor records & updating vendor details.

- Expertly handling Accounts payable and Accounts Receivable and all financial matters.
- Processing of Domestic and Foreign purchase orders from quote to invoice and processes for the payment.
- Processing accounting receivable and incoming payments in compliance with financial policies procedures
- Review of vendor invoices to ensure completeness and accuracy for accounting including country specific regulatory requirements
- Processing AR duties including invoicing, researching charge bank, discrepancies and reconciliations.
- Managing and responding to all correspondence and inquiries from customer and vendors
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Ensuring that Payment is made only for matched invoices and the payment Amount is automatically pick up from Invoice Matching Process.
- Processing PO, Non PO invoices, Frame worker, Direct invoices on dailybasis.
- Handling customer queries/emails on time, Coordinate and follow up with the location's

finance team and Procurement team to clear the pending invoices.

- Processing and Verification of Vendor Invoice to make payment & settlement.
- Handling the financial paperwork associated with paying the bills, which includes issuing invoices to customers, tracking payments and ensuring that bills are paid on time.
- Maintaining vendor files and maintaining the same.
- Processing of vendor payment, cash advance request claiming and settlement of bills.
- Checking for appropriate approvals in case of Non-PO based invoices depending on invoice value and authorization matrix as defined by the client organization.
- Setup and processing of payments to vendors as per timelines.
- Preparing accounts payable cheques and processing the same through net transfers.
- Answering customer emails, which included perform research and resolution on vendor and customer invoice and payment, inquires of vendors and providing them with necessary details.
- Reconciliation of the payments and monitor accounts to ensure payments are made up to date and resolve any discrepancies.

### **Education Summary**

<b>B.COM</b> DVS Degree Evening College, Bangalore University	<b>2019</b>
<b>DIPLOMA IN COMMERCIAL PRACTICE</b> GRICP Polytechnic, SJP Campus	<b>2017</b>
<b>SSLC</b> Nadhaprabhu Public High School	<b>2014</b>

### **Personal Details**

DOB: 24<sup>th</sup> April 1998  
Sex: Female  
Marital Status: Un-Married

### **Declaration**

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief.

Date:  
Place: Bangalore.

Chaithra

