MRS.SRIVAISHNAVI

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# Summary

Seeking Challenging financial job where my analytical skill can contribute to the organization as well as benefit to me. Applying 7 years of experience in the automobile industry as a forward- thinking senior executive with proven of accomplishment in financial processing and data maintainance. Experience in policy development and staff management procedures positively impacting overall morale and productivity.2+ years of SAP FICO Finanacial managemet professional experience and also has project implementation knowledge of S4HANA Financial Accounting. Aim to secure a position of proven success in financial, operational excellence and organizational development with keen understanding of elements like solving communication and customer service skills.

**PROFESSIONAL SUMMARY**

• In depth knowledge of FICO Organization structure.

• In depth knowledge of General Ledger Accounts creation.

• In depth knowledge of Accounts Payable and Accounts Receivable

• In depth Knowledge on Asset Accounting.

**SAP SKILLS**

**G/L Accounts:**

• Configuration of chart of accounts, G/L Account groups, Posting Keys, Creation of G/L Master data, Leading & non leading ledger, Configuration of fiscal year variant, Posting period variant & Field status groups, Create tolerance group Document types & Number ranges, New General ledger, Document splitting, General a/c posting, Reverse document, Create sample document, Create currency, Foreign currency revaluation, Create hold document & parked document, Month & year end closing.

**Accounts Payables:**

• Customizing vendor account groups, Creation of vendor master data, Maintain number Ranges, Assign number ranges to vendor account Groups, Creation of reconciliation accounts for accounts payables, Configuration of document types and document number ranges, Tax configuration, Purchase invoice posting, Customization down payment, Terms of payment, Payment method, Automatic payment program.

**Accounts Receivables:**

• Customizing customer account groups, Configuration of BP, Creation of customer master data (Business Partner), Maintain number ranges, Assign number ranges to customer account groups, Configuration of document types and document number ranges, Creation of reconciliation accounts for accounts Receivables, Advance from customer, Withholding tax, Configuration of Dunning. Banking Configuration & BRS

• Create a House bank through FIORI APP, Cheque no. ranges.

• Manual bank reconciliation – Create & assign business transaction, Posting key & posting rule for manual bank statement and Define variants for manual bank statement.

• Electronic bank reconciliation – Global setting for electronic bank statement.

**Asset Accounting:**

• Creation of chart of depreciation, Assign chart of depreciation to company code, Specify use of parallel currency Define depreciation area, Asset class, Determine depreciation area in asset class, Specify transfer of APC value, Assign G/L account, Doc type for posting of depreciation, Screen layout for asset master data, Screen layout for asset depreciation area, Depreciation key, define & assign settlement profile, capitalize of asset under construction, create asset master & sub asset master, purchase an asset, depreciation run, asset sale, Asset transfer & scrapping.

**Configuration of cash journal:**

• Set up cash journal, assign G/L A/C, no ranges for cash journal doc.

**Integration:**

• FI CO MM - Valuation control, valuation class, configure automatic posting.

• FI CO SD – Revenue a/c determination, Reconciliation a/c determination, cash a/c determination. Controlling:

• Create a controlling area, assign a controlling area to company code, no. ranges for controlling documents.

• Cost elements group, Creation of cost element, Automatic creation of primary & secondary cost element,

• Process batch input session.

**Controlling:**

• Create a controlling area, assign a controlling area to company code, no. ranges for controlling documents.

• Cost elements group, Creation of cost element, Automatic creation of primary & secondary cost element.

• Process batch input session.

• Creation of Cost Centers, Cost Center Category, Profit Center, Cost Center Groups, and Profit Center Groups.

# EXPERIENCE

**Organization: Ford Motor Company**

**Executive Experience: 5years 8months**

**Accounts Payable GSDB Team**

* Creating vendors in GAAPS system for all the regions. Handling Generic mail Box.
* Respond vendor requests received through emails and GCRP requests.
* Monitoring the payment terms for vendors.
* Ensuring all the daily and month end supporting documents are saved accordingly for audit purpose.
* Updating SLA relating to change in process.
* Supporting to team for UAT execution.
* Updating VAT and Bank details for all the created codes.
* Worked on German and Spanish language invoices using the translator.
* Working on Audit trail report on daily basis
* Helping to update team Matrix
* Working on on-hold invoices/Aging report.
* Delete duplicate vendor codes to controlling duplicate payments.
* Worked on Vendor reconciliation to complete the kaizen project.
* Working on daily allocation of emails and GCRP requests to the team.
* Rectified escalated accounts payable issues from vendors.
* Expert in all 3-way and 2-way match invoices postings.
* Working on Overdue Invoices.
* Collection of information from all teams/systems/tools wherever needed on a timely and proactive basis for timely payments.
* Act as a Channel between the AUDIT team and suppliers.
* Establish efficient /effective working relationships with other functional Leaders and across geographies and projects.
* Work with departmental Managers and coordinate with internal stakeholders to release the payments.
* Prepare, participate and follow up on audits
* End to end Knowledge on payment process
* Responsible for doing audit on the items done by team for all the regions.
* Setup Payments, Batch correction, Quality check.

# Accounts Payables Team

* Clarifying the tickets as per the risk and time taken to solve the issue and solving them as client priority Fulfilling client requirement by Resolving end user issues in the areas of SAPFICO FI - GL, AR &AP
* Ensure adherence to SLAs & Reporting.
* Prepare the End user Manual and Providing Training for end users on SAP functionalities and navigation through screens.
* Created vendor codes for Invoice processing and also solved escalations from vendors.
* Involved in solving day-to-day tickets in Volvo Project.
* Providing guidance to the user to solve user generated errors.
* End user training to newcomers.

# Accounts Receivable Team

* Processed buyer payments and also created codes for US Suppliers.
* Once data base allowed to run the payments. If any code is in blocked status that should be released in 15 minutes payment run time of the system. If administrator missed that payment run. Payments will be stopped to that particular code vice versa for released codes.
* Supported for AR calls daily
* Also created codes for US employees for internal purpose.
* Mentor and coach team in daily operational activities.
* Updating SLA's relating to change in process.
* Supported Audit teams to take reports from QAD

# Purchasing Access Control Team

* Part of purchasing department to create and edit the access of concern building employees.
* Creation of hierarchy to process and for approval of invoices and purchase orders. Solving technical issues in Hierarchy like avoiding sequence disturbances. It is very useful for invoice processing.
* Providing employees personnel data to

required departmental heads for maintaining safety daily activities. Like swiping details of cards and to avoid conflict access.

* Providing data to IT departments for helping manufacturing departments.
* Solving technical issues to help Technical teams.
* Maintenance of Human resources data for solving access issues in concern building. Like avoiding access of wrong person’s into the building.
* Conducted MCRP tests to control the access system.

**Organization: Dot solved Private Limited**

**Senior Accounts Payable Executive : : 1 Year**

# Work Experience In Dotsolved Pvt l.t.d

**Responsibilities in Accounts Payable Process**

* Processing Accounts Payables Invoices for Payments.
* Processing production and nonproduction invoices with 3 way and 2 ways Matching according to process.
* Communicating with vendors where ever required for quick payments.
* Discussing reasons for delayed payments with clients. Communicating hurdles of process to reach correct payments with correct vendors.
* Conducting meetings with other region teams to resolve the issues in Accounts payable process.
* Communicating with other departments to know the process flow of the company and applications working in company.
* Attending trainings from clients to have knowledge about company payable process in NetSuite.
* Achieving weekly and Monthly targets where ever required to increase the reputation of Company.
* Calculating price variance of PO with invoice and enter the related GL account in NetSuite.
* Taken trainings from Australia and German invoice processing
* Daily sending Minutes of Meetings to the team for Daily team meeting.
* Supporting team to reach large volumes with zero error percentage

# Other activities:

* Participating in Team and departmental technical activities to support a team. Participation of all departmental Meetings.
* Providing presentations to other departments for encouraging the Teams.
* Conducting meetings, to know the another departmental activities and for creation of new projects.
* Conducting and Participation of daily meetings with team to share the workloads.
* Trained in six sigma, yellow belt project in accounts payable.
* Supported to kaizen project for reducing suspended payments through invoices, by deleting 200 duplicate codes in system. Duration of project is 2 months.

**Achievements**: Employee excellence award and twice a Team of the quarter award.

# Computer skills:

* SAP FICO and S4HANA
* GAAPS
* QAD
* CCAPS
* CORA
* TALLY
* Oracle Finance

# PROJECT

**Project title:** A Study on comparative performance of Futures and options of derivative Market With special reference to Bharti Airtel Co & Nifty Index in Inter connected stock exchange of India LTD at Hyderabad

**Project description:** It aims to know the profit or loss of futures and Options of Bharthi Airtel co; and Nifty Index **Project duration :** 90 days

**Project Title:** A Study on level of customer satisfaction with respect to motor insurance in ICICI Lombard General insurance Company at Ameerpet in Hyderbad.

**Project Description** : It aims to find the satisfaction level of customers through the services of ICICI Lombard

**Duration** : 45 Days**.**

**Project Title** : A Study on customer preference of car brands in Kanchipuram.

**Project description:** It aims to find the customers preferences in selecting car brands at Kanchipuram.

**Duration:** 60 days.

# EDUCATION

* **Master of Business Administration 2007-2009** Sri Chandhrasekharendra Sarswathi Vishwa MahaVidhyalaya University Points obtained

7.01 Out of 8points

# ADDITIONAL CERTIFICATES

* Financial Markets Beginners Module (NCFM).
* Capital markets dealers module (NCFM)
* Best Manager Participation Certificate in “Management Meet” of Pratyusha College,

Chennai.

# COMPTENCIES

* Dedication towards work
* Organized and well-structured at work.
* Willing to learn new things.
* Goal oriented working style
* Good communication skills to achieve expected results

# HOBBIES

* Playing badminton
* Reading books
* Home making

# DECELARATION

I hereby declare that all the above furnished details are true to the best of my knowledge.

Yours faithfully,

K.Vaishnavi