**Pavithra Muthukumar**

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**SeniorExecutivein Facility Management**

**CBRE South Asia Pvt Ltd - RBS**

**PROFILE SUMMARY**

* **10 years** of experience in Financial Accounting & Reporting.
* Extensive knowledge of general accounting principles including monthly reconciliations and preparation of accounting ledgers, processing invoice & payments and reports.
* Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations.
* Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements.
* Skilled in handling audit assignments; and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed time frames.

**AREAS OF EXPERTISE**

* Good knowledge of general accounting principle and practices.
* Processing Invoice & payments and Delivering AR due report on weekly basis.
* Ability to work with customers and co-workers in a professional manner.
* Assist customers in setting up automatic payment plans and paperless record keeping.
* Ability to convey information in a clear and concise manner.
* Planning and executing monthly/ quarterly/ annual closure schedules; providing monthly financial statements and administering the closing process.
* Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
* Preparing and presenting weekly and monthly management report
* Prepared forecasting report to analyze revenue variance, busisness pipeline and industry trends.
* Executed core financial process including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliation.
* Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value.
* Conducting operational, financial, process and systems audits designed to review and appraise the client organization’s activities, systems and controls.
* Proficiency in SAP tool & JEM, RCL tool for billing, Tally ERP9, Excel and Word and able to dealing with employees at all level.

**EMPLOYMENT DETAILS**

**May’19 –Till Nov’2022 with CBRE South Asia Pvt. Ltd. - RBS, Ambattur, Chennai**

**Key Results Areas in Accounts Payable:-**

* Review and process invoices pertaining to completed work orders for property preservation Company by tracking the details in excel with all required inputs.
* Review delivery report including E-way bill and work completion report to ensure they justify the work completed and that it is upto our client’s standard.
* Ensure all proper steps have been taken prior to approving the invoices for payment process.
* Communicate with the field technicians (thru e-mail or by phone) in instance there are issues with provided results.
* Keeping great relationship with Vendor by providing great service with providing immediate payment to continue the valuable service from them.
* Performed by providing the provision (Accrual) report after payment cutoff for the month to know the expected payment value for next month to manage the budget value of the organization.
* Preparing MIS report on monthly basis also submitting MIS report as per requirement during the month.
* Handling queries with payment team to clarify the errors and make the invoice to process within the time.
* Keeping the records and bills confidentially for future reference and clarify the doubts and queries during audit period.
* Create New PO on RCL tool with based on approved details received from respective site.
* Once the PO is approved in system will receive PO number and the same will share to the vendor to prepare the invoice.
* And invoice will process as per the procedure before the cut off.
* Had experience on APAC CBRE billing by cross checking the bills with records and maintain the invoice tracker with current updated invoice details.
* Interact with site FM regarding invoice quires and will get clear clarification on invoice before processing for payment.
* Will request the SSC team to prepare the invoice for vendor payment by preparing the BRF file for respective location.
* Prepared unpaid list of invoice with accurate details on monthly twice to make the invoice pay.
* Once invoice paid, will update the details with ref number and paid date on tracker for future reference.
* Prepared Accruals on monthly basis and also prepared forcasting for the year based on the invoice billed during the year.

**November'16 – May’19 with Accenture Service Pvt Ltd , Sholinganalur, Chennai as Transaction processing offer**

**Key Results Areas in General Ledger& Accounts Payable:-**

* Performed necessary functions to assist in the maintenance of accounts and system.
* Managed the accurate and timely processing of upto 20000 invoices per month for large, multi – site organization.
* Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved all issues.
* Instituted formal cross – checking of pack- lists and invoices, turning around problem of supplier overpayments and generating reports on weekly basis.
* Ensured proper accounting of general ledger transactions and prepared monthly general ledger reconciliations.
* Served as back up for other general ledger accountants, including generating and maintaining financial statement reports.
* Performed month-end close which includes reviewing and posting all inventory related automated journal entries.
* Prepared Journal entries for inventory usage variences, shipping accruals and varience close-outs.

**Key Results Areas in Treasury:-**

* Performed analysis of all daily and non-daily financial treasury operations activities.
* Participated in cross-functional finance projects as necessary.
* Assisted in developing and performing treasury transactions according to personal goals, objectives and annual accountabilities.
* Worked closely with business customers to identify, prioritize and document business requirements.
* Performed treasury operational functions such as cash management, cash forecasting, interest rate monitoring and forecasting, capital funding and financial derivative analysis.
* Prepared daily/monthly treasury journal entries and upload into SAP G/L System.
* Analyzed operating procedures for the purpose of improving or replacing with more effective substitutes.
* Assisted in the provision of operational and financial analysis of proposed new investments.
* Prepared and uploaded monthly Cash forecasting and developed improvements to the forecasting model.

**January’15– September’16 Date with Computer Age Management Services Pvt Ltd, Mount Road, and Chennai as processing officer (Accountant)**

**Key Result Areas:**

* Accountable for the:
* Maintenance of cash & bank books for local currency.
* Processing the distribution payment to investors.
* Preparation of the age wise debt or statements and accounts receivable statements.
* Cash flow & fund flow statement.
* Carrying out reconciliation of:
* VendorLedger
* Petty cash books.
* Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met.
* Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities.
* Handling the preparation of:
* Report against the external audit or note.
* Monthly Finance Report.
* SEBI report & workings.
* Payout workings for Investors.
* Management fee workings
* Fixed Assets Schedule.

**Apr’12–July’14 with Parameswaran Associates, Chartered Accountant, Nungambakam, as Accounts Executive**

**Key Result Areas:**

* Responsible for the:
* Statutory & Financial Audit of Manufacturing & Trading Companies.
* Maintenance of books of accounts of the clients.
* Conducted annual audit of commercial banks
* InvolvedinthemaintenanceofinventoryregisterwhichinvolvedInventoryvaluationreport,Inventoryflowreport
* Handled the preparation of:
* Working Capital Statements for theclients
* P&L & Balance Sheet of client with audit report.
* Provided the reports related to the discrepancy in trial balance.

**STRENGTHS:**

* Good knowledge of Basic Accounting.
* Ability to handle pressure.
* Ability to work in a team.
* Good in making Audits, Income Tax Statements and final account preparations.
* Hardworking.
* Sound knowledge of Accounting Principles.

**EDUCATION**

* MBA from Madras University, in July 2015.
* B.Com (CS) from Valliammal College For Women’s, Madras University, in April 2012.

**EXTRA CURRICULLAR ACTIVITIES:**

* Achieved Educational Scholarship (Distinction)
* As a NSS Volunteer organized programs during College days.
* Won prizes in singing competition.
* Won prizes for Karate during college sports meet.
* Won certificate in School Sports and Cultural events.

**INTEREST:**

* Learning new computer applications.
* Watching sports channels.
* Internet Surfing.
* Playing Carom.
* Music.

**PERSONAL DETAILS**

Marital Status: Married

Sex : Female

Date of Birth : 21stJanuary1992

Languages : English & Tamil

Nationality : Indian

Address : No 41 KH Road,

Ayanavaram,

Chennai-23.

**DECLARATION:**

I, PAVITHRA.M hereby declare that the above information enclosed by me is true to my knowledge and done by me in honest.

**PLACE:**

**DATE: (PAVITHRA.M)**