**RESUME**

**S. AMALA SANGEETHA**

1173/4, 22nd cross, 1st ‘A’ Main,

1st stage, 5th Block, HBR Layout

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Bangalore- 560043 Mobile No.:9035156527, 6363775879



**Objective**

To work in a dynamic organization where I would get full opportunity to grow and contribute meaningfully to the growth of the organization and where growth is commensurate to one’s effort and performance.

**Work Experience**

1. Company: Management Industrial Trainee (MIT) in Bharat Electronics Limited, Bengaluru.  
   Period: 1st August 2019 to 25th February 2023.  
     
   Job Description:  
     
   **Bills Payable (Aug 2019 – July 2020 & Aug 2022 to 25th February 2023)**

* Verification and processing of local bills and service bills in line with the purchase order.
* Verification and processing of miscellaneous bills (Non-PO payments) as per the procedures of the company.
* Reviewing invoices and checking the requests of the same to avoid any errors.
* Matching invoices and setting up the same for payments.
* Creating vendor liability for payments in SAP.
* Monitoring and reviewing advance payments to Vendors as per the purchase order conditions and for employees as per the procedures set by the company from time to time.
* Co-ordination with the purchase department or other departments for any queries related to bills, follow up and release of payments.
* Passing RCM entries and availing tax credits manually wherever possible.
* Ensure accurate and appropriate recording and analysis of revenues and expenses.
* Preparing weekly and monthly reports and submitting to department heads.
* Preparation and maintenance of PO and miscellaneous files.
* Replying to Audit queries and coordinating with auditors.

**Purchase Finance (Aug 2020 – July 2022)**

* Preparation of checklist for the purpose of vetting the purchase orders.
* To critically analyse and verify the terms and conditions to ensure that they are within the purchase procedures / Sub-contract procedure / SDOP of the company.
* Verifying the comparison statement prepared by purchase / sub-contract to arrive at the L1 status of a vendor after considering the applicable taxes, freight charges and miscellaneous charges (if any).
* Verification of purchase proposal with relation to applicable taxes, tax credit and tax exemption as per Act.
* Vetting and releasing of purchase orders.
* Opening of tender documents with the participation of purchase department.
* Checking and analysing amendment PO files and Miscellaneous files.
* Checking of Manual C-Charts.
* Coordinating with purchase and other departments for any queries.
* Replying to Audit queries related to purchase.

1. Company: Functional Associate in Tusthi Executive Access & Consultants, Bengaluru.  
   Period: 2 May 2011 – 30 August 2011

Job Description:

* Receiving request from clients and understanding it.
* Sourcing of profiles from different sources as per the Job Description given by the client.
* Initial Screening and short listing of profiles.
* Confirming the profiles by calling the suitable candidates.
* Understanding Candidate’s interest, collecting details like compensation, notice period in the current organization, reason for switch over, etc.,
* Forwarding the profiles to the required clients.
* Scheduling Interviews for the shortlisted candidates.
* Follow up off candidates and the clients for further interviews.
* Negotiating & finding the salary limit of the prospective candidate.
* Ensuring receipt of offer letter to the selected candidates.
* Maintaining the candidate database
* Shooting mails regarding job opening on job portals like Times and Naukri.com

**Educational Profile**

| **Year of Passing** | **Course** | **Institution** | **Board** | **Result** |
| --- | --- | --- | --- | --- |
| December 2012 | CMA Inter | The Institute of Cost Accountants of India | ICAI, Kolkata | 51.16% (Aggregate of 2 groups) |
| 2010 | B.Com | St. Anne’s First Grade College | Bangalore University | 69.66%  (Aggregate of 6 semesters) |
| 2007 | P.U.C | Government P.U College J.C. Nagar  Bangalore-560032 | Dept. of Pre-University, Karnataka | 71.16% |
| 2004 | S.S.L.C | St. Joseph’s Girls High school | K.S.E.E University | 68.16% |

**Technical Proficiency**

* SAP – FICO
* Tally 9
* MS Office

**Personal Dossier**

Name : S. Amala Sangeetha

Date of Birth : 15th September 1988

Father’s Name : M. Susainathan

Gender : Female

Marital Status : Single

Nationality : Indian

Languages known : English, Kannada and Tamil.

(S. Amala Sangeetha)