KARTHIK RAJA.V

**Resident City- Chennai** ⯁  **Mobile No: 9884203530**⯁ **Email: [karthikrajamba@gmail.com](mailto:karthikrajamba@gmail.com)**

## **OBJECTIVE**

I’m looking forward to associate myself with an organization. Where there is an opportunity to share my challenging avenues, to make a base in the industry to contribute and upgrade my knowledge.

## **PROFILE SUMMARY**

* A Financial services professional with 11 year 5 months experience in Accounts & Audit works.
* Exposed to various Accounting and Taxation works. I have good knowledge in configuration,
* In depth knowledge of FI Organization structure.
* In depth knowledge of General Ledger Accounts creation.
* In depth knowledge of Accounts Payable and Accounts Receivable
* In depth Knowledge on Cross module Integration (**FICO, MM** ).
* In depth Knowledge on Asset Accounting.
* Knowledge on Controlling.

## EMPLOYMENT HISTORY

**SATHYA AUTO PVT LTD (MK TRON Group Malaysia)**

**Executive in Accounts -( Feb 2015 -Present)**

* Reconcile all customers ,vendors & inter company transactions
* GST & TDS Reconciliation
* Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals

and account the bills in SAP.

* Prepares cheques and associated reports, as required in accordance with management

schedules.

* Reconcile Accounts Payable sub-ledger to General Ledger monthly by pivot table.
* Monitor all banking activities in order to detect irregularities
* Prepare Balance confirmation statement for all vendors & get confirmation them.
* Prepare monthly bank reconciliation reports regarding all cash deposits to the bank(s)
* Reconcile and rectify all ledger accounts belonging to customers
* Reconcile accounts that fall into receivable records with the sales invoices
* Respond to vendor inquiries as required.
* Process all client or miscellaneous payments daily or as required to sub-ledger.
* Respond to client or payer account inquiries as required.
* Perform bookkeeping, general ledger functions.
* Monitor all accounting deliverables, process all vouchers and ensure work according to deadline.
* Coordinate with suppliers and maintain records of all payment status.
* Evaluate all check requests and monitor all invoices for accuracy.
* Month end reporting to management.

**Extra Key responsibilities in Sales:**

* Preparation of Tax Invoice & Delivery Challan
* Co-ordination with clients and Factory.
* Follow up with the vendor for the material delivery.
* Update stock quantity & part name
* Making Debit and Credit Note
* Coordinating with Production Manager & warehouse for dispatches
* Send daily & monthly sales report to management
* Cancelled non-dispatch invoices
* Prepare e-way bills & customer ASN
* Make barcode for customers
* Update rejection invoices in ERP

**LEEWAY LOGISTICS - [B’OFF To ASHOK LEYLAND]**

**Executive in Stores - (Jan 2014 to Jan 2015)**

* To make goods receipt at stores
* To make material gate pass & print
* To make Issue list posting & Vehicle issue list posting
* To make post process faulty goods movement
* To make goods movement
* To make In warding document movement analysis
* T o check list of warehouse stocks in hand
* All the Stores related activities. Maintain records of Inward material movement. Maintain records of material issued to supplier

**SYNERGY ENGINEERING POLYMERS (I) Pvt Ltd**

**Accounts Assistant - (Jan 2011- Dec 2013)**

* Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals and account coding in accordance with Ministry and agency requirements.
* Prepares cheques and associated reports, as required in accordance with agency schedules..
* Prepare all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly.
* Respond to vendor inquiries as required.
* Process all client or miscellaneous payments daily or as required to sub-ledger.
* Prepare accounting adjustment forms where required.
* Respond to client or payer account inquiries as required.

## **ACADEMIC CREDENTIALS**

* **MBA  -  Finance & Marketing - (2007 - 2009)**

**RMK Engineering College - Anna University**

**Chennai.**

* **B.A - Rural Industries & Management - (2003 - 2006)**

**Gandhigram Deemed University**

**Dindigul.**

## **ACADEMIC PROJECTS**

**Main Project:**

* **Company Name** : **Delphi TVS, at Mannur - Kanchipuram**
* **Project Focus** : **A Study on Dealers Sales Promotion Strategies**

**Summer Project:**

* **Company Name : ABT Sakthi milk (Sakthi group of industries) Coimbatore**
* **Project Focus** : **A study on consumer satisfaction**.

## **CERTIFICATION**

* **Certificate - SAP**  **FICO,MM,SD**   ECC & **S/4 HANA**
* **Duration - 4 months** (April to July - 2023)
* **Coaching centre - Sri Sastha Technologies -** Kodambakkam, Chennai.

## **TECHNICAL SKILLS**

* ERP                               : **SAP FICO,MM,SD**   ECC & **S/4 HANA**

**:**  RAMCO ERP on Cloud

* Operating System     : Windows 2000/2003, XP
* Tools and Packages  : MS Office – Word, Excel & PowerPoint,Tally Prime

## **KEY STRENGTHS**

* Ability to work independently as well as in a team environment.
* Ability to build motivation.
* Excellent interpersonal skills with the ability to interact with Management, staff and clients at all levels.
* Capability to work for long hours dedicated, determined, punctual and disciplined .
* Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment.
* Having good team spirit, positive thinking, goal oriented, adaptive to changes and high Interpersonal skills.
* Having good presentation, written, oral communication skills and good problem solving skills .
* Positive approach thinking.

## **PERSONAL DETAILS**

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| --- | --- |
| * Date of Birth : | 15-07-1984 |
| * Nationality : | Indian |
| * Father’s Name : | C.Vijaya kumar |
| * Language known : | English, Tamil |
| * Passport  : | Available |
| * Marital Status : | Married |
| * Permanent Address : | 2/574, Pillaiyar kovil street , Selvanayagapuram, Vennirvaikkal (post), Mudukulathur (taluk), Ramanathapuram (dist)- 623704 |

**Declaration :**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.

(**V.KARTHIK RAJA**)