P R SAJITHA

Bangalore

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Email ID: [Sajitha.n2624@gmail.com](mailto:Sajitha.n2624@gmail.com)

**Career Objective**

To work in a dynamic environment this promotes my professional growth with challenging tasks, where I can enhance my skills and potential to my best to create new avenues.

**Core Competencies**

1. Account Management
   * Accounts receivable handling
   * Accounts payable handling
   * Bank A/C maintenance & reconciling
   * MIS reporting
2. Project Management
   * Collecting quotation from vendor.
   * Maintaining cost sheet of vendors and clients.
   * Sending quotation to client as discussed with higher authority.
   * Raising purchase order for further process as per client requirement.
   * Maintaining expenses sheet for respective project e.g. direct or indirect expenses etc.
   * Reporting day to day activities to the higher authorities.
3. Office Management
   * Attendance maintenance.
   * Supervising housekeeping.
   * Stationary management.
   * Maintaining staff details.

**Achievements**

Professional Achievements

* Great managerial skills and excellent performance during FY2014-FY2015.
* Internal Achievements: Player of the Quarter 2017, Quality star of the month Dec 2016.
* Star of Business Awards (October 2017) For displaying commendable prowess in ensuring process and overall delivery excellence.
* Star of Business Awards (July 2017) For displaying commendable prowess in ensuring process and overall delivery excellence

**Career Path**

Diageo Business Services India Pvt Ltd Feb,2022 – April 2023

(STP Senior Associate)

Quess IT Staffing May,2021-Feb,2022

(Accounts Assistant)

Accenture Solutions Pvt. Ltd, Bangalore Jan,2016-Nov,2018

(Transaction Processing Associate)

360 Degree Infrastructure Pvt. Ltd, Bangalore Oct,2014-June,2015

(Accountant)

Postura Office Systems Pvt. Ltd, Bangalore Oct,2013-Oct,2014

(Accountant)

Key Responsibilities

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#### Diageo Business Services India Pvt Ltd.

Using ERP Newgen and SAP

•Review and verify invoices and processing into ERP.

•Handling queries related to invoices via email /Team’s call.

•Working on open goods receipts in SAPs to close. (Connecting with the unit heads for submission of invoices)

**Quess IT Staffing - Bangalore**

(Client – Diageo Business Services India Pvt Ltd)

Using ERP Newgen and SAP

* Processing material and service invoices.
* Working on GRIR file, closing the open GR

**Accenture** **Solutions Pvt Ltd, Bangalore**

Using ERP SAP & Ariba

* Checking the invoices received through email. Rejecting the invalid and unauthorized invoices back to the client for correction.
* Segregation of Valid and authorized invoices received through email under respective batches as PO, Non-PO and Personal expenses.
* Maintaining work allocation sheet and allocation of work to the team as per the invoice received.
* Processing PO invoices (Three way and Two-way match) as per the SLA
* Processing non-PO invoices and EFT’s as per the SLA
* Duplicate payment analysis and reporting.
* Preparing MI report of EFT transaction.
* Working on SAP Ariba exceptional invoices.
* Working on QMS.
* Resolving client queries and assisting customer support team for invoice related queries.
* Mentoring new joiners.

**360 Degree Infrastructure Pvt.Ltd, Bangalore**

Using ERP Tally ERP9

* Recording all accounting transaction i.e: receipt and payment, sales and purchase voucher.
* Follow up with the client for outstanding payment via: - email, telephone.
* Maintaining sales invoice and purchase invoice age wise
* Weekly planning for clearing the credit.
* Monthly vat filling (Independently handling).
* Coordinating with the chattered accountant for TDS, service tax, and professional tax payments.
* Project management.
* Office management

**Postura Office Systems Pvt.Ltd, Bangalore**

Using ERP Tally ERP9.

* Recording all accounting transaction i.e., receipt and payment, sales and purchase voucher.
* Follow up with the client for outstanding payment via: - email, telephone.
* Weekly planning for clearing the credit.
* Coordinating with Auditor for taxation work.

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| Educational & Professional Degrees |  |
| *B.COM (Accounting Honors)* | *2012* |
| *G M College, Sambalpur, Odisha* |  |
| *Tally ERP9 Sambalpur, Odisha* | *2011* |
| *Higher Secondary Education* | *2009* |
| *Govt.Junior College, Rourkela, Odisha* |  |
| *Matriculation, D.A.V.Public School* | *2007* |
| *CBSE,Odisha* |  |

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| Personal Details |  |
| Date of Birth | *26 January, 1991* |
| Gender | *Female* |
| Marital Status | *Married* |
| Languages Known | *English, Hindi, Malayalam, Odia, Kannada* |
| Nationality | *Indian* |
| Permanent Address | *Thrissur, Kerala* |
| Place : Bangalore Name : Sajitha |  |