

Suman H V

ACCOUNT PAYABLE ASSOCIATE

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Linkedin [Suman H V](#)

CARRER OBJECTIVE

- An astute and competent professional with over 2 years of experience in Hotel Industry.
- Currently designated as Account Payable Associate in ibis Novotel ORR Bengaluru (Combo Property)
- A proactive leader and planner with excellent communication, analytical and people management skills.
- Good knowledge in Account and accounting standards, knowledge of Opera, SUN, Ametist, MS office.

WORK EXPERIENCE

Account payable Associate (2022-24 Present) – IBIS Novotel, Tech Park Bangalore

- Routine Accounting of Sales, Purchase, Cash, JV's and Bank Vouchers
- Accounting of Supplier invoices.(PO & Non PO)
- Preparation of Payment detail report
- Preparation of inputs credit (GST and TDS etc.)
- Calculation of TDS under various heads
- Calculation of Taxes and timely depositing (TDS, GST etc)
- Creditors reconciliation
- Solving the queries of Vendors and reconciling their accounts
- Fund Management including control over cash flow.
- Assisting Management in providing the information as and when required concerning the GL
- Interacting and solving the queries of Internal & Statutory Auditors
- Handling Bank reconciliation statements.
- Accounting the service invoices.
- Deducting the TDS on services invoice As per the TDS sections.
- Making the vendor payment as per Ageing.

SKILLS

- **Accounting/Accounts Management:** – Checking posting Material and service bills, preparing and posting of accruals/prepaid etc. Preparing financial statements various reconciliations etc. and ensuring compliances of the accounting standards.
- **Vendor Management:** – Handling vendor opening, Vendor payment, vendor aging and reconciliation of vendor accounts.
- **Fund Management:** – Managing flow of funds, working capital, debts etc, and monitoring cash/fund flow statements
- **Taxation:** – Preparation and Filing of TDS & GSTR3B reconciliation. Handling issues

EDUCATION

Bachelor of Business Administration: Accounting & Finance

Mangalore University – Mangalore

2018 – 2021 | 3 Year

Pre University – Commerce

GPU College Vamadapadavu – Mangalore

2016 – 2018

LANGUAGES

English

Kannada

Hindi

SOFTWARE

- SAP GUI 770
- MS Excel
- MS Outlook
- Amitist (Accounting software)
- SUN system (Accounting software)
- Opera (operation software)