

RESUME

Rekha R I
Email ID : rekhaedline@gmail.com
Mob: +91 8547880550



Objective

I am looking for a position that will give me an opportunity to enhance my knowledge gained through professional education and also contribute to the organizations goal by the maximum utilization of my skills.

Educational Qualification

- Post Graduation in Business Administration (HR & Finance)– Anna University, Tamil Nadu, India (2018)
- Degree in business administration – Madras University, Tamil Nadu(2014)
- Higher secondary – HSC (2006)

Work History

Six months teaching experience in Accountancy

Achievements

- One month internship in Accounts section of KTDFC
- 5 month Academic project (Return on investment analysis and risk management in BOT project of KTDFC) in KTDFC, Trivandrum

Computer knowledge

- SAP FICO, ERP ECC6
- MS Excel, MS Power Point

SAP Skills (FICO)

Financial Accounting:

- Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys
- Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges
- Defining Interest Calculation Types, Defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
- Settings for foreign currency valuation (fluctuations in exchange rates)
- Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation
- Configuring Automatic Payment Program and Dunning for Vendors/Customers
- Configuring Input/Output Tax and Withholding Tax

Asset Management:

- Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys

- Creation of Asset Classes, Asset Number Ranges, Account Determination, and related settings
- Managing acquisition of new asset with Asset Under Construction (AUC) and settlement of the same to final asset
- Transferring APC Values
- Maintaining Group and Low Valued Assets

Controlling:

- Maintain the Versions for actual and planned postings
- Creation of Cost Centres and Definition of Cost Centre Hierarchy
- Creation of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs
- Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category
- Definition of Internal Orders Types, Order Masters and Settlement Profiles.

Personal Details

Date of Birth : 27-11-1988
 Marital Status : married
 Gender : female
 Nationality : Indian
 Language Known : English & Malayalam

Reference

Robert Raja Singh
 HOD, Dept of MBA
 Narayanaguru college of engineering, Kanyakumari Dist.

Declaration

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

TRIVANDRUM
 30-05-2019

REKHA R.I

