



## KARTHIKEYAN G

Dynamic | Enthusiastic

Saravanampatti, Ciombatore

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### SOFT SKILLS

ADAPTABILITY

DECISION-MAKING

RAPPORT-BUILDING

TIMEMANAGEMENT

PRIORITIZATION

### TECHNICAL SKILLS

INVOICE PROCESSING VIA SAP

WEB DC and DCIW

MS EXCEL

MS WORD

COMPUTER LITERACY

INTERNETLITERACY

TOUCH TYPING

### LANGUAGES KNOWN

ENGLISH

TAMIL

## SUMMARY

Dedicated and organized professional with accounts background. Committed to delivering top-notch service, I offer one and half years of expertise in Accounts and Invoice processing. Demonstrated efficient work ethic that significantly impacted productivity, resulting in a remarkable 2x increase over the average output.

## WORK EXPERIENCE

June 2022 – Jan 2024

KG Invicta Services - **PROCESS**

### ASSOCIATE (P2P - AP-IP)

- Processing Unilever invoices around 6 countries with quality and accuracy.
- Process 3way, 2way Matching. Process all type of invoices PO&NONPO, Shipment, Freight and Consignment invoices. Credit note and Debit note.
- Receiving and reviewing invoices, ensuring they are accurate and complete, and entering them into the accounting system.
- Route invoices through approval workflows, obtaining necessary approvals from managers or department heads as required.
- Resolve discrepancies between invoices and purchase orders.
- Provide technical support, solving client queries, country mail handling.

#### Achievements:

Received appreciation for POT (Payment on Time) from the country I was represented.

## EDUCATION

July 2017- May 2020

**B.Com IT - 5.5 CGPA**

Hindustan College of Arts and Science

June 2015 - May 2017

**HSC - 66.6%**

CSI Boys Higher Secondary School

June 2013 - May 2015

**SSLC - 85.2%**

Government Higher Secondary School