

**Sathya Priya. D**

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**Contact: +91 7353829734**

## **OBJECTIVE**

To seek a challenging carrier in accounting and finance oriented environment which gives me the opportunity to learn and put my efforts for the development of the organization as well as my individual development.

## **PROFESSIONAL EXPERIENCE:**

**CAPGEMINI India Ltd from Sep 28<sup>th</sup> 2016 to till date**

Designation: - Senior Process Associate (Accounts Payable)

## **ROLES AND RESPONSIBILITIES**

- Accurate and timely validation of Invoices.
- Processing Invoice as per the specified operating procedures.
- Matching and Processing the PO invoices in SAP.
- Matching and Processing the NON PO invoices in SAP as per PACL.
- Ensure that the transactions are processed within agreed time (TAT).
- Handling Vendor Queries.
- Raising queries related to Invoices which could not be processed due to missing information.
- Worked with Blocks to clear the quantity, price and approval block.
- Checking movements and preparing movement file on PO Level and actioning accordingly.
- Handling correction entries of reversal and rebooking of Invoices correctly.
- Uploading the invoices processed in a macro excel to SAP.
- Idocs Corrections.
- Resolving Service Request (SMT) from Suppliers and Buyers.
- Training New Joined Team mates.
- Resolve queries from suppliers and from within company.
- Perform invoice audit on supplier invoices – matching to supporting documents, allocating to contract costs, processing in the accounting records, obtaining approvals.
- Ensure vendor disputes are resolved within in a short turnaround time.
- Responsible for invoice schedule, coordinating with project managers and Team leaders.
- Preparing a report on pending invoices and follow up on outstanding payments.

## **SKILLS ON APPLICATIONS**

- MS-Office
- SAP
- Tally ERP 9

## **PERSONAL STRENGTHS**

- Ability to learn fast and act accordingly.
- Ability to multitask and prioritize daily requirements.
- Good communicator at all levels
- Able to prioritize and time manage work whilst working under pressure to meet targets and deadlines.
- Ability to exercise judgment and make effective decisions.
- Believe in teamwork and in achieving target in given time frame with quality.

## **ACHIEVEMENTS**

- Monthly award due to count reduced in parked Queries documents.
- Got Three Rising Star Award and Three Xtramile Award for outstanding performance in a Team.
- Got promoted as Senior Process Associate.
- Many time appreciated through email by our clients.
- Won Gold Medal from Bangalore University for securing highest marks.

## **EDUCATIONAL QUALIFICATION**

Course	College/University	Year of passing	% of Marks
B.Com	Sacred Hearts First Grade Degree College	2016	86%
PUC	Sacred Hearts Pre University College	2013	92%
SSLC	Sacred Hearts Girls High School	2011	83%

**PERSONAL INFORMATION:**

Name : Sathya Priya. D

Father's Name : Duraisingam. C

Permanent Address : 76/2, 1<sup>st</sup> cross, near Venugopalaswamy Temple,  
Konena Agrahara, Old Airport Road, HAL Post,  
Bangalore-560017

E-Mail Address : sathu.p373@gmail.com

Date of Birth : 03/11/1995

Languages Known : English, Kannada and Tamil

**DECLARATION:**

I hereby declare that the above information furnished here are true to the best of my knowledge.

**PLACE:** Bangalore

**DATE :**

(SATHYA PRIYA. D)