

## HELAN MARY

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### CAREER OBJECTIVE

To work with an organization that gives me scope to utilize and improve my professional skills and to be a part of a team dynamically works towards the progressive growth of the organization and myself.

### CAREER SUMMERY

- An innovative thinker with excellent Analysis skills possesses 8 years of experience in Accounts field
- 2 years of experience in SAP FICO Coordinator & 6 years of experience in Finance and accounts.
- Cheerful, sensible, positive and proactive team player and inter-personal skills.
- Meticulous, able to handle multiple tasks efficiently and in an organized way.
- Able to work independently under tight deadlines and manage stress well.
- Ability to train and manage subordinates.
- A real go getter in completing the day to day tasks in stipulated time.
- Extensive Knowledge in Accounts.
- Proficient in computers specifically SAP FICO, Quick Book, ERP 9.0, Tally ERP 9.
- Sound knowledge of computer application and Internet

### AREA OF INTEREST

- SAP FICO
- Experience in Configuration of GL Accounts and Controlling GL Accounts.
- Experience in Control of Posting periods.
- Experience in solving issues or tickets of End user request. Experience in validation of End User issues.
- Testing GL Accounts and solve issues as per management request in real time.
- Coordination with Help desk persons for Configuration and further client doubts.
- Support to End user in real time issues.
- Knowledge in Configuring Enterprise Structure and Financial global settings and controlling.
- Knowledge in SAP as per the business requirement configured the FI organization structure.
- Accounts Payable: Configuring and Customizing Vendor A/c group, vendor master data, Automatic Payment Program, house bank customization and check management.
- Accounts Receivable: Configuring and Customizing customer A/C group, Customer master data, Configuring Dunning areas and dunning procedure.
- Knowledge in end to end SAP implementation
- Good knowledge in integrating with other module SD, MM, PP.
- Knowledge in Controlling Cost center accounting, Profit center accounting & Internal Order able to support Monthly / Yearly Closing of Accounts.
- Knowledge in Create Company, Company Code, Business Area, and Consolidation Business Area & Credit control Area.
- Knowledge in Maintain Fiscal Year Variant, Posting Period Variant & Field Status Variant.
- Knowledge in Define Open and Close Posting Periods.

- Knowledge in Define Document Types & No Ranges for GL & Sub Ledgers, Posting Key.
- Knowledge in Defining chart of account, account groups and general ledger accounts for company code.
- Knowledge in Configured FI-AR and FI-AP modules including creation of Vendor master records, Customer Master Records, Account Groups, Number Ranges, Tolerance Groups.
- Configuration of General Ledger.
- Asset Accounting: Defined Chart of Depreciation, thereby defining Depreciation Areas, Asset integration with GL Accounts, defined Asset Classes & Master Data, and defined Deprecation Key based on different Depreciation Methods.

### PROFESSIONAL SUMMERY

Previously Worked in a **M/s. National Poly Plast India Pvt Ltd**, Egmore. As a SAP FICO Coordinator cum Accountant from Nov 2019 to Nov 2021.

#### **Nature of Job :**

- ❖ Experience in SAP FICO.
- ❖ Experience in Configuration of GL Accounts and Controlling GL Accounts.
- ❖ Experience in Control of Posting periods.
- ❖ Experience in solving issues or tickets of End user request. Experience in validation of End User issues.
- ❖ Testing GL Accounts and solve issues as per management request in real time.
- ❖ Coordination with Help desk persons for Configuration and further client doubts.
- ❖ Support to End user in real time issues.
- ❖ Experience in Bank reconciliation in SAP, experience in House bank GL, Payment GL and Receipt GL.
- ❖ Experience in BRS overall maintained 30 bank accounts in SAP.
- ❖ Experience in upload documents and import documents in SAP.
- ❖ Experience in Term loan process, loan disbursements, loan Principal and interest reconciliation and posting entry in SAP.
- ❖ Coordinate with bank person about bank documents like LC documents, Term Loan Statements.
- ❖ Entry posted for Loan import and export and have experience to pass for exchange gain and loss.
- ❖ Assist monthly reconciliation like BRS, GST, TDS and PL VENDOR.
- ❖ Experience in GST, TDS reconciliation for monthly return filling.
- ❖ Experience in Sale Invoice, Purchase invoice verification and entry posting.
- ❖ Experience in Cash journal entry posting and handle petty cash and reconciliation.
- ❖ Experience in Cross company entry posting.
- ❖ Experience in Journal entry & Daily Process entries (Sales, Purchase, Payments & Receipts)
- ❖ Experience in Reconcile of Trial Balance, Profit & Loss A/c, Balance Sheet A/c.
- ❖ Maintain report as per management requirement.
- ❖ Accounting closing entries at year-end and audit entries.
- ❖ Handle mail Processing.

## PAST EXPERIENCE

Worked in a **M/s. KVR India**, Nungambakkam. As Sr. Accountant from Jan 2016 to Nov 2019.

### Nature of Job :

- ❖ Experience in tally ERP 9.0
- ❖ Knowledge in Journal entries & Daily Process entries (Sales, Purchase, Payments & Receipts).
- ❖ Handle monthly Bank Reconciliation Statement (BRS).
- ❖ Accounts & compliance department Verification.
- ❖ Knowledge in Taxation i.e. GST, Income / Sale Tax (Vat, CST), Service Tax & TDS.
- ❖ Experience in Filling Return like GST, Income Tax, TDS.
- ❖ Experience in Reconcile of Trial Balance, Profit & Loss A/c, Balance Sheet A/c
- ❖ Handle mail Processing.
- ❖ Prepared financial statements as per Revised Schedule VI format of The Companies Act
- ❖ Accounting closing entries at year-end and audit entries.

## PAST EXPERIENCE

Worked in **M/s. Emprisemac**, Nungambakkam. As Accountant from March 2015 to Jan 2016.

### Nature of Job :

- ❖ Making Invoice and Vendor Payments, Entering Customer receipt in Quick Book Pro 2011.
- ❖ Handle Customer and Vendor Payment
- ❖ Entering all credit card transactions (Recording only the payments for the credit card and allocating the charges among many different expense categories)
- ❖ Maintain and update everyday accounts in QuickBooks software
- ❖ Maintaining the AR follow up ( U.S.A accounts )
- ❖ Maintaining the AP follow up ( U.S.A accounts )
- ❖ Prepare Bank Reconciliation Statement
- ❖ Raising Online Invoice like Wipro, HCL....
- ❖ Reconciling monthly statements (AP & AR reports making in Quick Book and reconcile)
- ❖ Reconciling monthly bank statements.
- ❖ Assist in Month end / Year end closing tasks.
- ❖ Processing Employee Time card and indicating errors then and entering into the financial system ,In case of error appear we make a mail to clients
- ❖ Making Intercompany Invoices.
- ❖ Prepare Reports in Quick Books (Management Report)

## PAST EXPERIENCE

Worked in **M/s. Sri Sakthi Industries Pvt. Ltd.**, Ramapuram. As Accountant cum Admin from Jan 2014 to Jan 2015.

It is ISO9001:2008 certified company were established in 1989, we are leading valve component manufacture in Chennai. We are supplying to L&T and foreign companies (UK). We are one of the top manufactures of valve component.

### Nature of Job :

- ❖ Daily sales and purchase entry in tally ERP 9.0
- ❖ Deals with customer resolving Requirement & complaints.
- ❖ Mail Processing.
- ❖ Delivery Challan, Money transaction handling over the company.
- ❖ Preparing salary sheet, maintaining monthly report under processing list.

## EDUCATION QUALIFICATION

Course	Institution	University /Board	Year of Passing	Percentage/Grade
----- MBA Finance	Madras University	Madras University	---	---
B.Sc Maths	<u>St. Joseph arts &amp; science college, Kovoov.</u>	Madras University	2013	75 %
<u>12th</u>	<u>Madras seva sathan, chennai.</u>	<u>Madras University</u>	<u>2009</u>	<u>55%</u>
<u>10th</u>	<u>St. Joseph high school, Nungambakkam.</u>	<u>Madras University</u>	<u>2007</u>	<u>76.8%</u>

## TECHNICAL QUALIFICATION

- ❖ Certification course in SAP Financial & Control.
- ❖ Certification course in TALLY ERP 9.0

## SOFTWARE PROFICIENCY

- ❖ SAP FICO ECC 6.0
- ❖ Quick Books Pro. 2011
- ❖ TALLY ERP 9.0
- ❖ Microsoft office

### STRENGTH

- ❖ Self-confidence and Self Motivated.
- ❖ Home financial management.
- ❖ Smart Working with Positive Attitude.
- ❖ Excellent individual and team working capability.
- ❖ Willing to learn & adapt latest update.

### PERSONAL PROFILE

Husband Name : Lawrence Sujith.  
Date of birth : 20-07-1993  
Gender : Female  
Material Status : Married  
Native : Chennai  
Religion : Christian  
Permanent Address : #61/31, Thulasingham Street, Pudupet, Chennai - 2.  
Languages Knows : English, Tamil & Telugu.

### DECLARATION

I hereby declare that the information furnished in this resume is true to the best of my knowledge and belief. I bear that on behalf of me you will get appreciation for selected me in your concern.

Place: Chennai

Yours Truly

Date:

(HELAN MARY)