

Sivakumar P

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Objective:

To secure a position with a progressive and innovative company where I can utilize my existing skills in the areas of Finance, Banking and Accounts for mutual growth

Academics:

- **Mater of Business Administration** with Specialization in Finance at Anna University Chennai 2014 -65%
- **Bachelor of Commerce** at Bharathiyar University ,Coimbatore 2011 -62%
- **12th std** in State Board at Govt Hr. Sec School , Oddanchatram 2008 – 69%
- **10th std** in State Board at Govt Hr. Sec School , Thiumalairayapuram 2006 – 52%

Present Employment:

- Total Experience: 20th May 2014 to Till date
- Employer: HP Global E-Business
- Designation: Senior Finance associate
- Nature of work: AP (Accounts Payable)

To execute the following works:

- Entries for Inventory asset account – Invoice process through SAP MIRO.
- Write off entries for unbilled Purchase orders with Controllershship approvals.
- Write back entries for GR unloaded Purchase orders which are open from long.
- On time payment analysis for full region – Justification to management why invoices are not able to pay on time.
- Vendor to Vendor balances transfer by JE entries – on special request.
- Non Purchase order entries for Monthly & package invoices.
- Reconciliation of specific Vendor accounts – Prioritize of Not paid & Due invoices
- Manual payment request execution - on special request.
- Responsible for **MEC** Report of whole team, Preparing and Reviewing of Control Files.
- Also doing the QC of the invoice processed just to make sure that the vendor has been paid correctly.

- Follow up if there is an discrepancy contain in PO
- Clearing the Block documents
- Preparing weekly GIT and RNB report and follow up.
- Clearing fallouts which is not flown to payment instance.
- Preparing weekly error report & analyzing the same.
- Preparing weekly recons(Sap to Sap recons, Follow-up recons)

Technical Excellence:

- Handy in SAP (Systems, Applications, Products in Data Processing), MS Office & Outlook.

Personal Details:

Date of Birth	:	05-April -1991
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English & Tamil

Place: Bangalore

Date:

Sivakumar .P