

SUBOTH SAGAR S

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HIGHEST EDUCATION

Master of Business Administration [Finance and Human Resource Management]

[2022 – 2024]

St. Xavier's Catholic College of Engineering [Marks secured 8.1 CGPA]

WORKING EXPERIENCE

➤ ENERCON ASIA PACIFIC [JUNIOR FINANCE EXECUTIVE]

[Jan 2024 – Current]

- Primary Responsibility for Assets of Our Company.
 - Primary Responsibility for Export Record Maintenance.
 - Primary Responsibility for GST reconciliation (GSTR1, GSTR2B)/Follow-up.
 - Primary Responsibility for Purchase & Journal Entries. (ORACLE)
 - Primary Responsibility for Ledger Reconciliation (i.e., Both Debtors & Creditors) and Follow Up.
 - Secondary Responsibility for Renewal of Employees Insurance.
 - Secondary Responsibility for Debit Note & Credit Note follow up
 - Secondary Responsibility to Create E-Invoice and E-Way Bill.
 - Taking care of Sales invoice with relevant E-Way Bill and E-Invoice.
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SUMMARY OF QUALIFICATION

- Knowledge of Customer/Client Business Process, Planning and Strategy Development.
 - Skilled in Team Building and Management with Demonstrated success.
 - Easy Adaptive Nature as well as Good Interpersonal Communication.
 - Record to Report (R2R)
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SOFTWARE SKILLS

- ORACLE (ERP), MS EXCEL, TALLY, MS WORD, POWER POINT, ANY DESK.

PROJECTS EXPERIENCE

- BLUE DART AVIATION PVT LTD - (Payroll Functions) [3 Months]
- NEW AMBADI ESTATE LTD. (MURUGAPPA GROUPS) – (Organisational Study) [1 Month]

CERTIFICATIONS & ACHIVEMENTS

- TALLY PRIME (CSC)
 - TYPEWRITING (JUNIOR LEVEL)
 - OVER ALL SPORTS CHAMPION (2018)
 - 3rd IN STATE LEVEL MARATHON – GUJARAT (2017)
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ADDITIONAL EXPERIENCE

- Data Entry and Reporting
- Documentation and Filing
- E-Way Bill With Transporter ID
- E-Invoicing

Blue Dart
Blue Dart and Hari Engineering
Hari Engineering and Ambadi
Hari Engineering

LANGUAGES

- English , Hindi , Tamil , Malayalam (Understandable)