

RESUME

M-SINGARAVELAN

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PROFESSIONAL SUMMARY:

A Detail-oriented and Driven Bachelor of Engineering (ECE-Electronic and Communication Engineering Graduate.

Seeking Accounts payable Specialist posting with KGIS PVT LTD that enables use of exceptional Knowledge of accounting. Microsoft excel and Invoice Management to improve client relations.

PROFESOFONAL EXPERIENCE:

- Role - Accounts Payable-Senior Process Associate. KGIS PVT.LTD - Coimbatore (2021-2025)
- Experience in Accounts payable and SAP
- Accounts Payable specialist with 3 years of experience managing end-to-end AP processes using SAP tool.
- Skilled in Invoice Processing, Vendor Management and Reconciliation.
- Adept at ensuring accuracy and Compliance while optimizing workflows to meet Business objectives.
- Working as SPA under Invoice Processing to pay Vendor in SAP.
- Posting of purchase invoices and expenses P in SAP day to day.
- Good knowledge in invoice processing and indexing process.

ROLES AND RESPONSIBILITIES:

- Allocating the documents to the team based.
- Responding to the client emails.
- Review and correcting the errors documents
- Maintaining a production reports.
- Also posting Aging and Urgent posting documents critical documents if any busd upon the requirements.

KEY SKILLS:

- Expertise in SAP (P2P), Invoice Processing
- Skilled in T. Code Utilization in SAP.
- Invoice Processing and Reconciliation.
- Vendor Management.
- Payment processing.
- Month end closing.
- Problem Solving and Communication

ACHIVEMENTS AND RESPONSIBILITIES IN ACCOUNTS PAYABLE:

- Processed 2000+ Invoices monthly in SAP with 98% Accuracy, Ensuring timely payment to Vendors.
- Generated monthly AP reports in SAP TO Support Management decision-Making.
- Supported Internal and external audits by preparing reconciliations and ensuring Compliance with policies.
- Top performer of the Month - Got an Appreciation certificate for 100%. Availability and spotlight award.

EDUCATION:

- Bachelor of Engineering (ECE) AUS Engineering College in Salem - 686.8% and 2018 batch.
- HSLC- ER Higher Secondary School-Trichy-60% 2014.
- SSLC - Govt Higher Secondary School-Trick 80%-2011.

TECHNICAL SKILLS:

- Microsoft office
- Excel
- SAP
- DCIW
- Type writing

INTERESTS:

- Learning New Things-
- Sports on weekends.
- Drawing.

DECLARATION:

I hereby declare that the information provided above is true to the best know my Knowledge Belief.

Thank you

Place:

Date:

Signature