

NABAKISHORI SAHU

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Professional Summary:

Total 3+ years of experience in Accounts, Finances. Exposed to various accounting work. I handle procure to pay end-to-end process and preparing daily & monthly reports. Good understanding of both business process and technical development. Comfortable working with team. Self-motivated and can work in challenging environment and a quick learner too.

SAP FICO SKILLS:

- SAP FI General Ledger (FI-GL): Configuring and Customizing of enterprises structure, financial accounting global setting, General ledger Accounting. New GL and Document splitting.
- Accounts payable: Configuring and Customizing vendor A/c group vendor master data, Automatic payment program, House bank customization and check management.
- Account receivable: Configuring and Customizing customer A/c group customer master data, Configuring Dunning areas and dunning procedure.
- Tax: input tax, output tax, withholding tax.
- FI with MM integration, FI with SD integration.
- Have professional knowledge of financial accounting, financial management, and taxation.

Technical Expertise:

ERP Applications: - Tally, SAP

Application: MS Word, MS Excel (Pivot table, V Lookup, H Lookup, other formulas also).

Operating system: - Windows XP, 2003/7/8/10.

Experience Summary:

Worked as a Process Associate - Finance & Accounts in **Tele performance** from Apr 2023 to May 2024.

Project: -

Client: -Tata International limited

Role: - Process Associate- Finance & Accounts

Role & responsibilities:

- Understanding the existing business process by studying the business documents and interacting with functional heads.
- Operating daily basis activities like non-po and po invoice processing, Payment Receipt Posting, Debit Note, credit note JV entries.
- Working on master data like vendor Master creation, Change, Block.

- Worked on account payable aging report Identify outstanding invoices and take ensure timely payment.
- Perform timely vendor reconciliation, and resolve unreconciled items promptly.
- Development of various New Reports as per Client Requirements.
- Experienced in Bank reconciliation
- Handling Month end closing activities ensuring the timely and accurate completion of financial activity to meet reporting deadline.
- Attend weekly and monthly meetings and preparing weekly and monthly status reports for management.

Worked as a Accounts Executive in **Suru kotni & Associates** from Dec 2020 to Apr 2023.

Role & responsibilities:

- Work on invoice verification and invoice processing.
- Work on Monthly purchase register reconciliation.
- Perform vendor and customer reconciliation.
- Prepare debtors and creditor aging reports.
- Providing sale and purchase reports.
- Month-end close process. Preparing Bank reconciliation.
- Check Statutory compliance like TDS, GST.
- I also have experience GSTR 1, GSTR 3B file.

Educational Qualification:

- MFA (m.com in financial analysis) from khallikote university, Berhampur Odisha
- Bcom from khallikote university, Berhampur Odisha

PESONAL DETAILS:

- Date of birth : 30th May, 1998.
- Nationality : Indian.
- Marital Status : Unmarried.
- Language Known : English, Hindi, Odia

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.