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| |  | | --- | | **R. Rebecca**  **SAP Certified Application Associate - Financial Accounting**  **Version : SAP ERP 6.0 EHP5**  **Certificate ID: 000910953** | |  |

**Objective**:

Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment. Achieve a challenging position in the area of Enterprise Resource Planning (SAP), where my analytical, academic and professional skills can be used to the benefit of the organization as well as my career growth.

**SAP Skills**

* Configuration using the Implementation Management Guide (IMG)

**Organisational Units: -** Creation of company, Company Code.

**Financial Accounting Global Settings: -** Fiscal year, Posting Periods, Document Number ranges, Document Types, Field Status Variant, Tolerances groups for employees, Default values for document entry.

**General Ledger Accountings: -** Creation of Chart of Accounts, Account groups, Field Status of Master Data, Retain Earnings Account, Line Item Display , Creation of G/L Accounts

**Accounts Receivables and Payables:** **-** Configuration of **Customer** master and **Vendor** master data in FI, Number Ranges for Customers and Vendors, Controlling Field Status, Identifying and defining **‘House Banks**’ and Bank Accounts linked to it, Cusomer/ Vendor Clearing

Configuring Automatic Payment Program, Dunning  for Vendors/Customers.

**Asset accounting:** **-** Configuration of Chart of Depreciation, Depreciation Areas and Depreciation Keys. Creation of Assets classes, Aset Number Ranges, Account determination, Retirement of assets, Depreciation run. Managing acquisition of new asset with Asset Under Construction (AUC) and settlement of the same to final asset. Low value Assets. Year end Closing.

**Interest calculation: -** Defining Interest Calculation Types, Defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.

**Special G/L Transactions :** Configuration of Special G/L Transactions, Guarantee Made (Customer),Down Payment Request, Received Down Payment, Customer Invoice and Clearing, Individual Value Adjustment.

**Reporting: -** Drilldown Reporting in Financial Accounting. comparisons, Balances of **G/L, A/R, A/P and Asset.**

**Closing: -** Defining **financial statement** version, **Balance Sheet and P&L** **Statements**, Comparisons, Closing Balances, and Balances Carry Forward.

**Others :** Holding/Parking Documents

Executing Data Archiving in Financial Accounting

**Education Profile:**

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| **Qualification** | **Institution/College** | **Year of Passing** |
| **SAP FI**  ECC 6.0 with EHP5 | ATOS SIEMENS | JULY  2012 |
| **M.B.A** (Finance and Banking) | Alagappa University | 2011 |
| **B.Com** | Osmania University | 2005 |
| **Dimploma in computer and commericial pratice** | Kamala Nehru Polytechnic for Women | 1998 |
| **X** Standard | Wesley Girls High School | 1995 |

**Certification Details:**

Version: SAP ERP 6.0

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| **Title** | **Percentage** |
| Asset Accounting | 100% |
| Accounting Customizing - I | 82% |
| Accounting Customizing – II | 89% |
| Accounts Payable | 86% |
| Account Receivables | 86% |
| Financial Closing | 58% |
| General Ledger Accounting | 56% |
| Basics of ERP NW and Solution Manager | 67% |
| Reporting in Financials | 80% |
| **Certification Score** | **78%** |

**Technical Profile:**

* **Operating Systems:** Microsoft Windows (2000, XP, Vista, Widows 7),
* **Software:** MS Office (Word, Excel, Power Point, Outlook).
* **Accounting Package: Tally 9**

**Professional Background:**

**Work Experience** : 5 yrs

Worked as an Accountant in SAGAR TELESERVICES

**Job Responsiblities**

Managed the transition from manual to a computerised accounting system

Processed Accounts Payable, Accounts Receivables and cash receipts

Performed Daily, Weekly and monthly closing Activities

Prepared financial statements( P&L and balancesheet)

Processed Travel & Expense Reports.

**Personal Details:**

**Date of Birth** : 21/11/1979

**Languages Known** : English, Hindi, Telugu and Tamil

**Reference**  : Available upon Request

**Contact Details:**

Ms. R Rebecca

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Chennai – 600 117

**Mobile :** +91 7200 001120

**Land Line :** +91 44 65551340

**E-Mail :** repudi\_rebecca21@Yahoo.co.in

**Declaration:**

I hereby declare that all information furnished above is true to the best of my knowledge.

**Date :**

**Place :** Chennai

(R. Rebecca)