

KAVIN T

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157/1-Shoba nagar road, Avarampalayam, Coimbatore-641006

Professional Summary

Results-driven Accounts Payable professional with over three years of experience in financial management and invoice processing. Proven expertise in vendor payments, GST invoicing, and account reconciliations, ensuring accuracy and operational efficiency. Proficient in SAGE, Microsoft 365, and MIS reporting to enhance financial processes. Aiming to leverage this skill set to drive the financial success of a dynamic organization.

Work Experience

First Meridian Business Services Limited

05/2024 – present | Coimbatore

Finance and Accounts Executive

- Process and reconcile a high volume of invoices and payments.
- Managed utility invoice workflow seamlessly.
- Experience in invoice auditing and payment processing.
- Check and update the payment status according to the daily release of payments.
- Maintain the records through the MIS.
- Processed and verified invoices, ensuring accuracy.
- Assisted in the preparation of accounts payable reports and audits for month-end and year-end closing.

Mahindra Rural Housing Finance (CBE RO), Coimbatore

12/2021 – 05/2024 | Coimbatore

Accounts Executive

- Maintain the records and reporting through 'MIS'.
- Approval of the day-to-day employees expenses.
- Handling home loans and disbursement of customers.
- Processing GST invoices.
- Processing vendor payments and clearing the outstanding amounts of vendors.
- Processed and verified invoices, ensuring accuracy
- Receipts accounting through journal entries.
- Processing customer checks, RTGS, and NEFT transactions.
- BRS and cash receipt accounting assist with month-end and year-end closing activities.

Education

Sri Ramakrishna College of Arts & Science, Coimbatore

2018 – 2021 | Coimbatore

BBA (CA)

Completed with GPA 72.58%

Technical Knowledge:

Microsoft Office 365 | SAGE 300 | Invoice processing | Customer service | Data analysis |
Attention to detail | Financial reconciliation | Payment auditing |
Vendor relationship management | Expense approvals | Record maintenance

Certifications

NCC 'A' Certificate

AI for Everyone (Coursera)

Essentials of Entrepreneurship, Thinking, & Action

Cybersecurity Training

Achievements and Awards:

First prize in Inter-school Volleyball Tournament

First prize in Inter-Zonal Level Volleyball Tournament

Participation in State-level Volleyball Tournament

Personal Details:

- ♦ Father's Name: Mr. C. Thangaraj
- ♦ Mother's Name: Mrs. B. Girijamani
- ♦ Date of Birth: 21st June 2000
- ♦ Sex: Male
- ♦ Nationality: Indian