

*Experienced and reliable finance professional with a background in audit support and accounts payable operations. Skilled in maintaining accurate financial records, supporting audits, processing invoices, vendor coordination, payment reconciliations & supporting day-to-day accounting functions in compliance with accounting standards. Now seeking to leverage this experience in a challenging and growth-oriented finance role*

## EXPERIENCE:

**Over all Professional Experience as Invoice processor (Data Analyst) and Audit assistant of total 4.3-years**

### **Accounts payable officer , Capgemini Services India Pvt Ltd - Chennai (Mar 2023 -Present)**

- ✓ Processed PO,NOPO invoice, Refund request, Credit memo of various regions (EMEA,APAC)
- ✓ Knowledge in PO,PR creation and ensured accurate 3-way match in processing
- ✓ Prepared & processed ACH payments, Wire & fund transfer of USD, EUR, AUD, NZD, GBP,AED,SAR currency
- ✓ Knowledge in SAP concur, Concur reports, review/audit T&E claims and monitor concur ageing
- ✓ Maintain relationships with vendors and address queries regarding billing and payments
- ✓ Vendor Master data creation in Master data central (MDC)
- ✓ Prioritize urgent and ageing invoices and resolved Query (Zendesk),
- ✓ Obtain coding and acquiring approval for the regular and Coupa invoice's
- ✓ Experienced with GL coding preparation
- ✓ Month end activity (Monthly and quarterly Accrual file preparation, Deck preparation)
- ✓ Supported critical issue's and on-time delivery of client SLA's and timelines
- ✓ Experience in office suite (Excel, Outlook, Word)

### **Audit assistant, Anguraj and associates – Kallakurichi (Oct 2021- Dec 2022)**

- ✓ Income Tax Returns (All forms of ITR)
- ✓ GST registration, monthly and annual returns filing
- ✓ Perform preliminary reviews of financial statements
- ✓ Assist in ROC filings (like AOC-4, MGT-7) and other MCA-related work and concurrent audit
- ✓ Microsoft Office skills (Excel, Word, Outlook)
- ✓ Examine financial records, reports, and statements to ensure accuracy and compliance
- ✓ Documentation and Workpapers are complete, accurate, and meet audit standards
- ✓ Coordinate with clients to obtain necessary information and explanations

### **Audit assistant , Muthukumaraswamy & co (NMC & CO)- Chennai (Jan 2019- Jan 2020)**

- ✓ Strong MS Excel and data analysis capabilities
- ✓ Prepare and maintain books of accounts for clients across various industries
- ✓ Assist in preparation and filing of Income Tax Returns (ITRs) for individuals, firms, companies
- ✓ Assist in preparing financial statements, reports, and analysis
- ✓ Prepare and file GST returns (GSTR-1, 3B, etc.), and assist in GST reconciliations and audits
- ✓ Perform audit procedures such as vouching, verification, and reconciliation



## PERSONAL STRENGTH

- Quick learner and a very good team Player
- High sense of responsibility. Hard working.
- Ability to absorb and learn new things
- Good communication skills. Excellent coordinating skills.



## CERTIFICATION

- **SAP S/4 HANA** - Capgemini 2025
- **VAT in UAE** – principles and application -Udemy
- **UAE Corporate Tax Law**– Udemy
- **SAP FICO**- Ally Tech Services Bengaluru – 2023
- **Information Technical Technology** (ICAI), Chennai
- **Orientation Program** (ICAI), Chennai

## PERSONAL DETAILS

Permanent Address : Kallakurichi

Present Address : Chennai

Nationality : Indian

## LANGUAGES

✓ English : Read, Write and Speak(Advanced)

✓ Tamil : Read, Write and Speak (Mother Language)

## HOBBIES

- ✓ Painting or Drawing
- ✓ Reading (analyzing books, articles, or research papers)
- ✓ Net Surfing
- ✓ Traveling



## SKILLS:

### → Financial ERP system and Tools:

- ✓ SAP
- ✓ Microsoft Dynamic GP
- ✓ ASV
- ✓ Citibank
- ✓ Megabank
- ✓ SAP Concur
- ✓ ANZ Bank
- ✓ Tally
- ✓ MDC (Master Data Central)

### → Other Skills

- ✓ Financial Modelling
- ✓ Tax preparation
- ✓ GST and Auditing
- ✓ Account performance metric
- ✓ Microsoft Excel (VLOOKUP, Pivot Tables)
- ✓ Vendor and Client Communication

## EDUCATION :

<b>2015 - 2018</b>	<b>B.com</b>	<b>Periyar University, Salem,India</b>
<b>2014-2016</b>	<b>CA(CPT)</b>	<b>Institute of chartered Accountants of India</b>
<b>2013 - 2014</b>	<b>Higher Sec School</b>	<b>A.K.T Academy Matric. Hr. Sec.Schl Kallakurichi, India</b>
<b>2011 - 2012</b>	<b>High School</b>	<b>A.K.T Academy Matric. Hr. Sec. Schl Kallakurichi, India</b>

### Additional Information :

- ✓ Available to join: 10th July 2025
- ✓ Open to relocation to the UAE within 1 month of offer (In Visit Visa)