

RESUME

S.R.SANTHANA LAKSHMI

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Vision:

To chalk out career which quenches my thirst for learning and provides an Opportunity to challenge the status and aim for better, safer and faster.

Professional Summary :

- 1) Overall 4 years & 05 months of experience in Schneider Electric as Finance executive.
- 2) Overall 1 Year & 01 months experience in FORD India Pvt.Ltd, Automation Manufacturing Industry as Production .
- 3) Overall 4 Years to till dateSAP experience.

Areas Of SAP Expertise:

- Familiar with INDENT, PO, MIGO & ISSUES IN MM MODULE.
- Creating Vendor, material in MM Module.
- Familiar with BOM, ROUTING, PRODUCTION ORDER & creating work center in PP Module & creating QUOTATION, sales order, dispatch clearance in SD module.
- Familiar with quality plan, Inspection lot, QM Info record in QM Module, Helping accounts by clearing Miro, tax calculation and GL account and Training end users in PP, MM, QM, FICO.
- PO Creation in SRM tool & Punching Purchase order in SAP PRH Server.
- Invoice processing through READSOFT and Verifying Vendor Invoices in Verification Module
- Scanning and processing PO & Non PO, Credit Note Debit Note invoices.
- Expert in Consolidation of vendor accounting details and payments.
- Interacting with clients and internal peoples on queries and resolving.
- Archive and Retrieve documents.
- Accounting invoices in SAP System.
- MIGO & MIRO for invoice posting in SAP system for Material Inward (MIGO) Invoice receipt (MIRO).Analyzing and resolving the blocked invoices for payment.
- Working on GRIR Report, Follow-ups with respective buyers and clients to complete pending documents for payment.
- Proactive , good team player, will take challenges & able to work under pressure to meet tight deadlines.

- Employment Summary:

- ✓ Work Profile 1:

Organization Name : Schneider Electric India Pvt Ltd
Designation : Accounts Executive (Account Receivable/Payable)
Duration : July 2017 – Dec 2021

Responsibilities:

- Handling E-Mail queries – Clearing the daily snow tickets mail boxes with TAT.
- Processed Purchase Order and Non- Purchase Order invoices and sending for review & approval.
- Processed the PO invoices by considering (2 ,3&4ways matches) in ERP on the daily basis.
- Invoice verification through Citrix meet the productivity target.
- Corrections reversal and Re-bookings as well worked on parked & blocked documents, credit note analysis.
- Validation is made with regards to the amount, quantity, date, payment terms, tax course, vendor address, bank account number and all the legal mandatory fields.
- Successfully implemented new technologies and process automations to encourage continuous improvement.
- Researched and resolved accounts payable discrepancies.
- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Uploading Vendor invoices for processing through READSOFT in SAP.
- Capturing invoices from READSOFT scanner & Documents transferring to SAP.
- Implemented Value Added Processes (VAP) to improve data transformation.
- Replying on mail to Vendor payment details as well as analyzing and consolidation of accounting details.
- Maintaining a high volume of invoices of all records and ledgers with respect to sales and payments, Files and keepscurrent all departmental filing and records management for auditing purpose,
- Performing account reconciliations, (effectively prepare and analyze all balance sheet accounts and reconciliationsweekly & monthly for all invoices which we received on daily basics & follow up for payments) & Invoice reconciliations with GL accounts.
- Producing monthly financial and management reports of processed volume & quality of preparing Dash board daily, weekly & monthly AR/AP reconciliation reports.
- Assist with accounts payable and related functions & Posting all payments, adjustments, returns and other chargebacks to customer accounts timely and accurately. The expectation is that postings occur the same day or next day. Relieve Accounts Payable and Accounts Receivable for annual leave cover as required.
- Able to work Multi Task/under pressure on month end period and in a fast-paced environment as well Support other team members during peak activity periods as well as handling team members when manager was in vacations/absences
- Travelling and expenses work Experience: Key Result Areas
- Recording the employee claims on daily basis ,SPOC (Single point of contact) for major Issues which is belongs to Manual claims as well Scanning the documents, SPOC (Single point of contact) for major, Part of quality checking, Handling employee queries through emails and telephone.Processing of Domestic employee claims using SAP, Appreciated and trusted by the management for interaction with vendors and clients for smooth process operation.

✓ Work Profile 2 :

Company Name : Ford India Private Limited.
Designation : Production (Receiving ,FCSD Team) – 2014-2015

➤ Job Profile: MP&L – Material Planning & Logistics

I.) Receiving & Shipping (Export) :

In charge for material receiving and booking for those invoices in CMMS (Common Material Management System) & Monitoring the JIT parts and booking as well in Shipping (Export) : Coordinate to ship(export) the engines to customers as per the weekly requirement schedule based without back log as well as ship material form FORD to PDC.

- Coordinate the On-Consignment Shipping (To ship the Child parts from FIL to Consignee end)as well defective parts send back to supplier end with debit note and the RGP, NRGP, 57F4, Part request, and 59 Transaction & Integrity adjustment transaction.

II.) Kanban (Lean manufacturing System):

It is one of Japanese word,To procure the material based on the ProductionSchedule (Triggering System) for local and out station supplier (Like Supply Chain Analyst) .

➤ Warehouse & Kitting :

- Implementing& manage WMS(Warehouse Management System) as well as Coordinate the New part location allocate in warehouse as well as Maintaining the MIN MAX inventory in warehouse and lineside. Kitting: To feed the parts using kitting method due to line side space saving.Additional
- Responsibility : 5‘S Coordination & Implemented concept of Kaizen / Poke Yoke / Near Miss throughout department and thenNWG Team Leader as well ERT Coordinator.

➤ Achievements:

- Cost Saving around 10 Lacks & Space saving 25 Sq.mtr & PDP Achievements as well as OT Spot Recognition awards from my customers & management .
- Achieved more number of kaizen & nearmiss (Individual Best Kaizen Award 2 Time) ,In some trainings are Error proofing, 7 qc tools, QPSs writing ,Well known In warehousing line feeding container follow up PMHV operations. I got a award from my General Manager for helping for my Team person on emergency time.

➤ Qualification:

- Education Qualification : Under Graduated B.Com in Mangalore University.(2019-2021)
- Technical Qualification : Diploma in Electronics & comm. Engg. With 84% (2011-2014)
- Computer Skill : SAP,Outlook,MS Office(EXCEL,PPT,PIVOT)In advance
- Additional Course : GST (Goods & services Tax)CCNA,EMBEDDED SYSTEM,LINUX,PCB DESIGN,CMMS

Personal Details

Name : S.R .Santhana Lakshmi
D.O.B : 30-03-1996
Gender & Marital Status : Female & Single
Nationality : Indian
Language Known (R/W/S) : English, Tamil (Telugu only speak)

DECLARATION

I here by declare that the above furnished information is true and correct to the best of my knowledge.

Place: Dubai
Date :

Thanking You,
S.R. Santhana Lakshmi