

RESHMA S

Contact: +91 8754563132

Email: riyareshma10@gmail.com

Career Objective

Hardworking and dedicated individual looking for a responsible career opportunity in financial operations and management to expand my learnings, knowledge and skills, while making a valuable contribution to the success of the organisation.

Professional Experience

Flextronics Technologies India Pvt Ltd

Analyst, Accounts Payable

February 2019– Till Date

ERP : BAAN 5 and BAAN 4;

Work flow: Titan

- Handling Accounts Payable for Singapore region,
- Processing PO and Non PO invoices, Matching, Clearing Blocked invoices;
- Coordination with Procurement team for solving issues related to Material Receipts;
- Involved in Quality control process for PO and Non Po invoice;
- Preparation of Basic Metrix and updation of Dashboard;
- Coordinating with counterparts for Vendor Invoices Issues;
- Monthly Reconciliation of Books of Accounts with Vendors and solving the issues;
- Preparation of Weekly reports pertaining to Goods Received Not Invoiced (GRNI);
- Coordination between our Payment team and Vendors for payment related issues.

Education

Course	Institution	Board	Percentage	Year of Passing
MBA Finance	Pondicherry University Loyola College Society (Pulc)	Pondicherry University	65%	2020
Bachelor of Commerce (B.com)	Hindustan College of Arts and Science	Madras University	76%	2018
HSC	Nellai Nadar Matriculation Higher Secondary School	Tamil Nadu State Board	90%	2015

Software Skills

- Have fair knowledge on ERP Solutions.
- Hands On experience in operating with Windows XP / 98 /2000.

Skill Sets

- Solid analytical skills and strong interpersonal skills
- Adaptability to change and can quickly master new roles, responsibilities, technologies and environments
- High energy and detail-oriented finance professional

Personal Profile

Address : No:2/81, Chelli Amman kovil street, Thiruvudhanthai Post,
Kovalam Via, Kancheepuram District-603112.

Phone : +91 8754563132

Date of birth : 10 /04 /1998

Gender : Female

Nationality : Indian

Language : English and Tamil (Read and write).

Marital status : Single

Father name : Sivasakthivel S

Declaration

I do hereby declare that the above statements mentioned are true and correct to the best of my knowledge and belief.

Place: Chennai

Date: August 2020

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