

Resume

Ravindra VN

Kalyan Nagar, near
Indian oil
Bangalore
Mobile-8977004049

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Career Objective:

A position in the accounting field where excellent analytical and technical skills can help to improve the company's profitability. To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of finance.

Professional Summary:

Present company --- march-2024 to still years of experience in First source solutions.

Previous company - 1-years Accounting and claim s **Hinduja global solutions(Sagility)**.

- Experience in P2P
- Experience US claims.

Total over all experience 1 years 8 months.

Designation— associate.

Job Responsibility:

- Sorting Invoices and document split.
- Updated time sheets and daily status
- Validating Pos
- Processing invoices in ERP
- Recreating invoices for incorrect amounts
- Maintaining the accurate p2p records and producing the regular reports
- Resolving problems associated with process of invoices and Pos.
- Quality check.
- Connect mails with supplier and user and resolving the issues of Invoices and Pos.
- Adjusting the credit notes.
- Preparing the manual payment forms and processing the payments.
- Processing the non-Po payments.
- Resolving the query, request sent back and rejected invoices.
- PO amendment and tax rate changes.
- Preparing weekly and month end Invoices report.
- Collecting the import tax document with suppliers.
- Resolving the Po issues with connecting sourcing team.
- Working on GST file.

Educational Qualification

Bachelors' degree **B.Com.CA**)from **Sri Krishna Devaraya University (2019 to 2022)**

Intermediate from - **SDGS junior college .**

Technical Skills

Packages : MS-Office (word, MS Excel, PowerPoint)
Course : SAP FICO.

Personal Detail

Date of Birth : 06/06/2001
Languages Known : English, Kannada, Telugu
Nationality : Indian
Father Name : Narasimha Murthy
Mother Name : Arunamma
Marital Status : UnMarried
Sex : male
Permanent Address : 4/16A V Gollapalli(V)
Goranatla (M)
Anantapur(D) PIN-515241

Declaration

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

Date:

Place: Bangalore

Ravindra VN