

ARKATU.ROJA

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Objective:

I have one year experience payment process for local and import RM Supplier to a reputed EMS manufacturing company – Bharat FIH (previously known as RSMIPL) A group company of Foxconn India. I am looking for a challenging role in Hr, Finance or Supply chain management. I can join immediately – Flexible to work in shifts. As an end user I have worked in SAP and have sound knowledge in MS-office. I am good team player, eager to learn and explore more new things.

Academic Credentials:

Course	Institution	Year of Completion	Percentage
MBA – Finance & HR	Sree raama engineering College, Tirupati	2022	8.21 CGPA
B.com, Computer Application	Vikram Degree College, Sri Kalahasti	2020	87.00%
Intermediate C.E.C	Vikram junior college, Sri kalahasti	2017	89.00%
SECONDARY EDUCATION	SV SANSKRIT HIGH SCHOOL, SRIVYASARAMAM YERPEDU	2015	7.4 GPA

Work Experience

Bharat FIH (previously known as RSMIPL) - A group company of Foxconn India

Designation – Operator in Supply chain management

Experience: Apr'2023 – Presently Working Via GEE Key Resources Pvt Ltd

Roles and Responsibilities:

- ❖ Parking Import and local documents on SAP application for the projects Xiaomi, VU, DELL & BOAT
- ❖ Verifying payment documents before processing for payment they are Invoice, E-way-bill, AWB, PO, Packing list and check EM voucher upload by receiving team in WMS.
- ❖ Verifying Invoice & HSS Agreement Price & Quantity.
- ❖ Getting Credit note from suppliers for Price issue & shortage materials
- ❖ Follow up with accounts and Finance department to ensure on-time Payment to Supplier
- ❖ Reconciliation of our pending payments with supplier end pending Payments records to match both system match with the help of buyers.
- ❖ Report – Pending Documents tracing report , Un-parked Doc status Report, Inventory Report , Weekly Dos Report , Defect materials tracking report and Aging materials report

Personal Strength:

- ❖ Sincere and Dedicated
- ❖ Self-Motivate (First graduate and a post graduate in my family)
- ❖ Quick learner
- ❖ Flexible to relocate and work in shifts

Professional Strength:

- ❖ Data Analyst and Accounting knowledge
- ❖ Team player and Communication is my Key
- ❖ Follow Ethical values
- ❖ Meeting deadline and Prepare reports for management meetings.

Technical proficiency:

- ❖ SAP Hana 2.0
- ❖ Payment Processing
- ❖ WMS
- ❖ MS-Office – Word, Excel and Power point

Personal Details:

Father Name : Mr. A. Chenchiah
Date of Birth : 06/11/1999
Nationality : Indian
Marital Status : Unmarried
Residential Address : 1/58, Amanduru, Yerpedu (PO), Mandal, Tirupati (DT), AP-517619.
Languages Known : English, Telugu & Tamil

Declaration:

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

Date :

Yours faithfully,

Place :

(Roja.A)