

LOKESHKUMAR S



7010873179

✉ LOKESHKUMARMBA95@GMAIL.COM

OBJECTIVE

Objective is to work in a reputed organization that has good growth prospect and that makes the best use of my ability, knowledge & skills.

My natural traits are quick learning abilities, hardworking, adaptable to working environment and confidence.

CAREER SUMMARY

- MBA -Finance with 2.9 years of experience in the field of accounts & finance
- Excellent accounting skills with Tally, SAP, dealt with customers and high-level workloads with strict deadlines.
- Strong analytical skills.
- Hands on experience in Procure to Pay (P2P) & Accounts Payable

PROFESSIONAL BACKGROUND

- Currently working with Infosys Bpm-APAC Chennai as Accountant from FEB-2023 to till date.

Responsibilities of P2P

- Reviewed all Invoice for document & approval prior to payments
- Identified areas of risk or issues and developed resolution.
- Check vendor files for any previous payments and assign voucher numbers
- High proficiency in data entry with accuracy, the ability to meet the deadlines and filling other administrative task
- Answer all vendor question and inquires
- Overview of EMEA countries
- Identifying the correct exceptional vendor in sop
- Validating CN in sap
- Difference between goods and service invoice
- Maintaining and tracking all Paid and Unpaid bills.
- Follow up with the concerned departments for the pending bills to avoid escalation from the Vendors.
- Vat reconciliation For Egypt & Qatar Market

Responsibilities of BGK advisory under Wipro Enterprises Oct 2022 -Nov 2022

- Invoice booking & payments Processing
- Advance payments & Employee advance
- Finance contingency or a loan contingency.
- Check vendor files for any previous payments and assign voucher numbers
- Employee F&F processing & Gratuity payments of employee
- Clearing house agent (CHA) advance payment
- Bank Payment on HDFC portal
- Miro Entry

Champion Plastic India Pvt. Ltd MAY 2019 – Aug-2020

As it is a Manufacturing Industry Champion plastic will take franchisee for brands and the financial activities will be taken care of company. They have business in Indian company.

Responsibilities

- Maintain day to day books of accounts in tally
- Maintain Purchase Entry & Sales Entry and sales rejection
- E-way billing & GST, Invoice creating for manufacturing products
- Ensure the data is timely, accurate and reconciles to the financial accounts.
- Handling Bank reconciliation for banks on daily basis.
- Maintain petty cash accounts

TECHNICAL SKILL

- Tally Financials
- MS Office
- SPSS

PERSONAL SKILLS

- ❖ Willingness to learn.
- ❖ Problem solving.
- ❖ Good communication skills.
- ❖ Hardworking.
- ❖ Good Leadership Qualities.

EDUCATION

Academics:

YEAR	NAME OF INSTITUTION	BOARD/UNIVERSITY	BRANCH	PERCENTAGE %
2016-2018	SONA COLLEGE OF TECHNOLOGY -SALEM	ANNA UNIVERSITY	M.B.A	75%
2013-2016	VOORHEES COLLEGE	THIRUVALLUVAR UNIVERSITY	B.COM	62%
2012-2013	GOVT MUSLIM HIGHER SECONDARY SCHOOL	STATE BOARD	HSC	60%
2010-2011	DON BOSCO HIGH SCHOOL	STATE BOARD	SSLC	46%

MAIN PROJECT

The main project done in “DEBTORS MANAGEMENT “on “BHARAT HEAVY ELECTRICAL LIMITED”- Learned about cash inflow/cash pending with customer, how they maintain debtors in an effective manner.

The mini project done on Paalar shoes private limited, the above procedure as followed but more new Technology has been implemented like order takes place & all transaction done on internet and mobile internet Transaction.

EXTRA-CURRICULAR ACTIVITIES

- ❖ Master diploma in information technology (MDIT)

PERSONAL INFORMATION

- Date of Birth - 07-NOV-1995
- Parents Name - M. SRINIVASAN, S. KALAVATHI
- Gender - Male
- Nationality - Indian
- Marital Status - Single
- Hobbies - Playing cricket & Reading books
- Languages Known - English, Tamil, Kannada (Elementary level)
- Permanent Address - 321/4, thenral nagar, chitteri road, Vijay school back side, vellore-632002

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Date:

Place:

(LOKESHKUMAR S)