

Reshma K R

Professional Accountant



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kottayam ,kerala,686541

Summary

I am a highly organized and self-driven individual, passionate about developing my career. My commitment can be gauged from the fact that I am an accredited holder of M.com degree with Taxation as specialization from Annamalai University. Possessing more than 7 years of experience of working in diverse financial positions with multiple companies, I have gained an extensive insight within this field. My key accounting and financial competencies include, but are not limited to, maintaining financial records, managing budgets, risk assessments and business strategy reviews.

Education

2020
M.COM TAXATION
ANNAMALAI UNIVERSITY

2009
B.COM TAXATION
University/College

2006
HIGHER SECONDARY
GOVT OF KERALA

Expertise

- LANGUAGE TRANSLATOR IN APPEN
- SAP
- PROBLEM SOLVING SKILLS
- EXCEL
- SURVEY SPECIALIST AT
MOBROG

Experience

XEROX BUSINESS SERVICES INDIA PVT LTD /JUL 2014–AUG 2016

ANALYST

· Perform audit on vendor invoice and customer invoice bookings posting, before releasing payments. Auditing the documents and providing confirmation within TAT.

· SME for the Accounts payable and Accounts receivable process ensured that all queries of the team are resolved without escalation, ensuring KPIs are met.

· Hands on experience on invoice processing, payments including direct debits, handling incoming vendor queries.

· Auditing (quality checking) – Internal control checking of accounts payable and accounts receivable files.

HEWLETT PACKARD e-BUSINESS OPERATIONS /JAN 2010–JULY 2014

SENIOR FINANCIAL ASSOCIATE

· Research on payments – Finding the invoices for the payments through research based on customer names, customer suspense's accounts and through communication with customers.

· Allocation of payments on daily basis – allocating payments to invoices as per bank statements and customer requests. Allocating payments in ERP software SAP and HP pyramid.

· Coding of payments – After allocation, payments are coded in excel sheets controlled by visual basic software and excel macros.

SPECIAL ACHIEVEMENTS

- ♦ Disbursement audit process stabilization successfully done from one place to another without any IR or other issues.
- ♦ Quick Solver Project done
- ♦ Worked as Asset Termination Specialist.