

**CHITHRA E**  
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## **CAREER OBJECTIVE**

Experienced and detail-oriented Accounts Executive with 5 years of expertise in Accounts Payable, Accounts Receivable, invoice processing, vendor reconciliation, customer account management, and financial reporting.

Seeking a challenging position in a growth-oriented organization where I can utilize my accounting knowledge, analytical abilities, and problem-solving skills to contribute to efficient financial operations and organizational success.

## **ACADEMIC QUALIFICATION**

Master of Business Administration (MBA) Specialization of HR & FINANCE At Manakula Vinayagar Engineering College Affiliated to Pondicherry University-2018 Batch with 74%

Bachelor of Corporate Secretary ship (B.COM C.S) At Bharathidasan Government College for Women Affiliated to Pondicherry University-2016 Batch with 62%

Diploma in Education and Training (D.T.ED) At District Institute of Education and Training, Puducherry-2013 Batch with 83%

## **WORK EXPERIENCE**

**ROLE: ACCOUNTANT September, 2024 – Present**

**Working as an Accountant at True Cartons , Puducherry**

- Record day to day financial transactions including invoices, payments, receipts, journal entries, and employee claims accurately in the system.
- Assist in processing vendor bills, coordinating with procurement and site teams for invoice validation and approvals
- Ensure timely payments to vendors and service providers as per terms, including applicable GST and TDS deductions.
- Perform regular bank reconciliation and resolve discrepancies in coordination with the bank and internal teams.
- Support monthly closing activities including ledger scrutiny , preparation of schedules, and financial data reporting.
- Coordinate with internal and statutory auditors for data and documentation during audit and ensure timely resolution of audit queries.
- Generated and managed e-invoices using GSTN portal to create and manage e-invoices, ensuring timely and accurate billing.

- Generated and managed e-way bills Using GSTN portal to create and manage e-way bills, Verified way bill data for accuracy and compliance with GST regulations, reducing errors and penalties.
- Issued debit notes to suppliers for incorrect or damaged goods
- Prepared and issued credit notes to customers for returns, refunds, or other adjustments.

**ROLE: PROCESS ASSOCIATE - Accounts Receivable (O2C) June 30, 2022 – July 31, 2023 Working as a Process Associate at Capgemini Technology Services India Limited**

- Perform financial transaction including manual and system posting of incoming payments in SAP
- Handling customer Queries/ Generic Mail Box
- Able to do research on short, over and partial payment in blackline postings
- Assist month end closing
- Knowledge with Kofax activities
- Track and co-ordinate Refund request processing documentation of clients.
- Ability to handle purge- write off workings
- Actively work with customers & understanding and practical knowledge of quality check in manual and system posting
- Work on daily bank statement for posting
- Resolving client's queries regarding over payments.
- Work on Unallocated Cash payments UAC
- work on Kofax , Blackline ,PeopleSoft and Sales force on daily activities
- Processing GL activities

**ROLE: FINANCIAL EXECUTIVE – Accounts payable (P2P) and payroll officer (specialized in SAP) (February 26, 2021 - June 16, 2022)**

**Working as an Accounting Executive at Datamatics Global Services Limited**

- Approved and paid invoice before deadlines, corresponding with vendors within business day about issues.
- Working as an Executive on full time basics to grasp knowledge on preparation of various books of accounts in SAP.
- Processed and validated purchase orders and invoices, ensuring accuracy and adherence to company policies and procedures.
- Collaborated with cross functional teams, such as procurement and accounting to solve any payment related issues or inquiries.
- Accounts Payable experience with extensive knowledge on AP Invoice Processing.
- Project compliance to SLA / quality standards and Error checking.
- Imparting training to new recruits.

## **ROLE: ACCOUNTING ASSISTANT (February 24, 2020 - February 23, 2021)**

### **Working as an Accounting Assistant at Directorate of Accounts and Treasuries, Puducherry.**

- Creating Master beneficiary Number for all ECS Return beneficiaries.
- Preparing Beams & Pact for the ECS Beneficiaries and also maintaining Bill drawn Register.
- Verification of new pension scheme Beneficiaries details and preparing the list of Beneficiary.
- Maintaining Weekly Report on important issues to finance Department every week by Friday
- Updating loan registers every week and conformation of outstanding balance periodically.
- Manage all accounting transactions
- Preparing and examining financial records, ensuring information is up to date and accurate, data entry, bank reconciliation.

## **ROLE: PRE-PRIMARY TEACHER (May 26,2018 – April 30,2019)**

### **Working as a pre-primary teacher at Alpha English higher secondary school, Puducherry.**

- Develop and implement lesson plans that meet curriculum standards.
- Monitored students' progress, identifying areas of strength and areas of improvement.
- Maintained accurate and up to date records of all students activities and assessments
- Utilized a variety of teaching strategies and classroom management techniques.
- Successfully provided a safe and nurturing learning environment for students.
- Collaborated with specialists, parents and other staff members to develop individualized learning plans for students.
- Helped in organizing school events, leading to increased community involvement.

## **FI - SKILLS:**

- Knowledge in GL, AP, AR, AA
- SAP FI – GL: Configuring and customizing of enterprise structure, Financial global settings.
- General ledger accounting, Park documents, Hold documents, Sample documents, Recurring documents.
- Configuring NEW GL CONCEPT, Financial statement version, foreign currency valuation, Document splitting, Leading ledger and non- leading ledgers, Parallel accounting system.
- Accounts payable: Configuring and Customizing Vendor account groups, vendor Master data, Automatic payment program, House bank customization and Check management.
- Accounts receivables: Configuring and Customizing account groups, Customer master data,
- Terms of payment, Down payments, Dunning.
- TAX: Input tax, Output tax, Withholding tax.
- Asset Accounting: Configuration and Customization of Assets, Maintained Asset master data, Depreciation of assets, Acquisitions, Retirements, Revaluation of asset scrapping of asset, Asset accounting reports.

## **Integration with FI – MM**

Creation of materials management basic configurations, Material master, Purchase order, Goods receipt from vendor, Invoice receipt from vendor, Making payment to vendor.

## **Integration with FI – SD:**

Creation of Sales and distribution basic configurations, Sales order, Delivery document, Billing, Receiving payment from customers.

## **CO – SKILLS:**

- Maintain the versions for actual and planned postings
- Creation of primary and secondary cost elements with appropriate cost element category
- Creation of cost centers and definition of cost center hierarchy
- Creation of activity types and statistical key figures and allocation, distribution and assessment of costs
- Creation of Internal orders, Production order, Exhibition costs, and Product cost, COPA.

## **SOFTWARE & TECHNICAL PROFICIENCY**

- SAP - FICO
- Black line
- Kofax
- Outlook
- Sales force
- ERP Tally 9
- Tally Prime
- GST - Computation & Returns

## **ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITIES**

- “Star performer” for Xerox Project in Datamatics global services pvt ltd
- “Certificate of Appreciation” for Validation in Datamatics global services pvt ltd
- “Star of business” award for outstanding performer and solid support for our team.
- Best customer service Award in Capgemini for 2022
- Student engagement award in 2019 at Alpha English higher secondary school, Puducherry.

## **CERTIFICATIONS**

- Certificate of License to operate-OTC Tower.
- SAP-FICO Certificate from TECHPRO Institute Hyderabad.
- Certificate of typewriting English (Lower) with Distinction.
- Diploma in Tally ERP 9 secured with Distinction class.
- Diploma in GST PRO secured with Distinction class.

## **PERSONAL TRAIT**

- Strong work ethic
- Confidence
- Adaptability
- Time management

## **PERSONAL PROFILE**

- Date of Birth - 05.11.1993
- Gender - Female
- Marital status - Married
- Languages Known - English & Tamil

## **DECLARATION**

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