

BHAGYASREE R

Mobile: +971 527591752

Email: rbhagyasree02@gmail.com

Place: Al Qusais, Dubai

Visa status: Visit



OBJECTIVE

Having ace track record of professional experience over 5 years in the field of **Audit & Accounts** in middle level job positions, I am aiming for a potential job role where my skills, knowledge and experience is utilized in an effective manner for the achievement of organizational objectives and my career growth. My professional experience gave me the capability to manage any workloads as well as work groups and be productive at any job roles. As a team member, I have always tried to be a flexible person ensuring my part is performed well in the team to complete the assigned tasks successfully.

TECHNICAL & SOFT SKILLS

Well versed in following

- SAP
- BASWARE
- MS Office
- Tally ERP 9
- Invoicing
- Vendor & Supplier Relationship Management

PROFESSIONAL EXPERIENCE

ACCOUNTS & ADMIN TRAINEE

Dar Alward Technical Services LLC, Dubai.

Since March 2021 – July 2021

Scope of Work:

- Ensuring smooth flow of business.
- Organizing company records.
- Verification of all account receivable vouchers and following up of bills receivables.
- Critical analysis of Invoice with the supporting agreement contract and documents.
- Maintaining client records.
- Addressing client queries and providing assistance as required.
- Preparing quotation.

AUDIT ASSOCIATE

PricewaterhouseCoopers, Bangalore.

Since September 2018 – March 2021

Scope of Work:

- Perform statutory audits of various companies.
- Analyze and verify Balance sheet, Income statement and cash flow statement to confirm records are accurate.
- Vouching the transactions by verification of invoices, purchase order, shipment details and bank details.
- Verification of current and prior period data to supporting documentation, checking mathematical accuracy and recalculation.
- Identification of errors and reporting of material misstatements.
- Deployment and Roll forward of evidence Gathering Activities in PwC Aura Database.
- Test and evaluate functional processes and related controls.
- Performance of financial tie outs.

ACCOUNTS PAYABLE EXECUTIVE (Invoice Processing)

ABB Global Industries and services Pvt Ltd, Shared Accounting service, Bangalore.

Since April 2018 - September 2018

Scope of Work:

- Working on SAP for accounting invoice.
- Accounts Payable in charge for all Purchase order based (MIRO) & Non-purchase order based bills.
- Accounting invoice of different cluster countries (AE, QA, KW and OM).
- Preparing weekly Base ware report.
- Supervised invoice processing, purchase orders, credit memos and payment transactions.
- Reviewing invoices and checking the request of the same to avoid any errors.
- Matching invoices and setting up same for the payments.
- TCODES used in day to day process XK03, MB03, MR8M, VA03, MIRO, FBL1N, FB03 etc.

PRE-VERIFICATION AUDITOR (Accounts Payable)

ABB Global Industries and services Pvt Ltd , Shared Accounting service ,deputed by K C Mehta Consulting Pvt Ltd, Bangalore.

Since November 2016 - March 2018

Scope of Work:

- Critical analysis of Invoice with the supporting agreement contract and documents.
- Ensuring smooth flow of business.
- Verifying whether TDS, VAT, Excise & customs duty, Service tax and CST are applicable.
- Verification of Vendor Advance payment & Settlement.

- Employee Site Advance payment & Settlement of site expenses.
- Preparing Daily & Monthly summary report.
- Verification of all payment invoice value before making the payment.
- Verification of Debit notes & Credit notes.
- Preparing Daily & Monthly summary report.
- Verification and approval of all employee reimbursement expense.
- Verifying all purchase order based & Non -purchase order based (MIPS) bills.
- Preparation of MIPS pending report on weekly basis.
- TCODES used in day to day process MB03, XK03, FB03, FBL IN etc.

EDUCATIONAL QUALIFICATIONS

- **Master of Business Administration (Finance & Marketing)** – Mahatma Gandhi University, Kerala, India.
- **Bachelor's Degree in Commerce with Computer Application**– University of Kerala, Kerala, India.
- **Higher Secondary Education**– Central Board of Secondary Education (CBSE).
- **SSLC (10th)** – Central Board of Secondary Education (CBSE).

OTHER CREDENTIALS

- Valid Indian Driving License.
- Linguistic Knowledge in English, Malayalam, Tamil, Hindi.
- Conducted main project on 'A Study on Overseas Payment Documentation' in ABB India Ltd, Bangalore (MBA- 4 Months Internship in Accounts Payable and Overseas Payment Center).
- Conducted an 'Organizational Study' at Kerala Balers Pvt Ltd. Alappuzha, Kerala. (MBA).
- Conducted an Academic project On 'Analysis of Financial Performance' of Kerala Balers Pvt Ltd. Alappuzha, Kerala (B.Com).

PERSONAL DETAILS

- **Marital Status:** Single
- **Nationality:** Indian
- **Place of Birth:** Kerala
- **Passport No.:** S4196013

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

PLACE: DUBAI

BHAGYASREE R