

S.B. HAMSHA PRIYA

Personal Profile:

Name: S.B. Hamsha Priya

Father Name:
S. Bakthavatchalam

Gender: Female

Marital status: Single

Date of birth: 13/07/1999

Contact number:
+91 9750388263

E-mail:
indupriya13071999@
gmail.com

Permanent Address:
K. Pungampalayam
Karamadai post,
Mettupalayam,
Coimbatore district,
Tamilnadu, India
641104.

Known Languages:
Tamil, English & Kannada

Objective:

To have a challenging and existing career where I can utilize my expertise to become a competent employee and a team player and grow with the organization.

Educational Qualification:

❖ Bachelor of Commerce (B.Com.)

PSGR Krishnammal College for Women, Coimbatore,
Tamilnadu, India

Autonomous - Affiliated to Bharathiyar University
Period: June 2016 - April 2019.

Grade Passed (for first 5 semesters): First class (72%)

❖ Higher Secondary Certificate (HSC)

Metro Matriculation Higher Secondary School,
Mettupalayam, Coimbatore, Tamilnadu, India

(Sponsored by the Rotary Club of Mettupalayam)
Period: June 2015 – April 2016.

Grade passed: First class with Honors. (93%)

❖ Secondary School Leaving Certificate (SSLC)

Metro Matriculation Higher Secondary School,
Mettupalayam, Coimbatore, Tamilnadu, India

(Sponsored by the Rotary Club of Mettupalayam)
Period: June 2013 - April 2014.

Grade passed: First class with Honors. (94%)

Computer Qualification

- ❖ Microsoft office
 - Word
 - Power point
 - Excel
- ❖ Basic TallyERP.9
&SAP

Area of interest:

- ❖ Accounting
- ❖ Banking
- ❖ Inventory Management

Industrial Training:

- ❖ Completed internship training in Seine Engineering Private Limited, Coimbatore. (May 2018)

Achievements:

- ❖ Attended personality development program.
- ❖ Certificate of Filling & GST on job-oriented course.
- ❖ Certificate of Services marketing: A Practical Approach on NPTEL (National Program on Technology Enhanced Learning) online certificate.
- ❖ Active member of Gender Championship Club.
- ❖ Active participation in Yoga.
- ❖ Attended Social Service Program in community service and special awareness program.

Work Experience:

- ❖ Worked as an Executive Inventory in Versa Drives Private Limited in Coimbatore from September 2019 – July 2022.

Responsibilities & skills:

- ❖ Stock Control, regulating and maximizing organization's warehouse inventory.
- ❖ Maintaining optimal stock levels to ensure timely availability of products.
- ❖ Stock Transfer & Stock Journal for maintaining Corrective stock in tally.
- ❖ Accounting Bills – GRN (Good Receipt Note).
- ❖ Maintaining Dispatch Details for Sub-Contractor.
- ❖ Monitors and maintains current inventory levels, processes purchasing orders as required, orders etc.
- ❖ Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer.

Work Experience:

- ❖ Working as a Finance Executive in Inox Leisure Limited in Coimbatore from August 2022 to Mar 2023.

Responsibilities & skills:

- ❖ Accounts Receivable and payable
- ❖ Cash Handling
- ❖ Debit and Credit Management
- ❖ Accounting Finance and Financial Reporting
- ❖ Purchase Order & invoice processing.

Work Experience:

- ❖ Working as a Process Associate – Accounts Payable in KG Invicta Services Private Limited in Coimbatore from July 2023 to Oct 2024.

Responsibilities & skills:

- ❖ Procure-to-Pay covers the cycle from procurement and invoice processing to vendor payments.
- ❖ Receive invoices from vendors and suppliers.
- ❖ Two-way or Three-way match (PO and receiving report).
- ❖ Verify that the invoices are accurate and match the goods or services received.
- ❖ Invoice approval and Processing.
- ❖ Transferring funds to pay invoices & payment Authorization & Execution.
- ❖ Record the invoices in company's accounting system.
- ❖ Schedule payments to the vendors or suppliers.
- ❖ Issue payment to the vendors or suppliers either paper or electronics check or payment modes - ACH/CC.
- ❖ Update the accounting reports to reflect the payment made.
- ❖ Reconcile the Bank statement.
- ❖ Email Handling with Client on daily basis.
- ❖ Posting Payment batches for ACH & Credit card as per client updates.
- ❖ Month-end-reporting activities.

Declaration:

I hereby declare that the information given is true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.

Place:

Date:

Yours Honestly,

S.B. Hamsha Priya