

# PREETHIKA NAIR

## Accounting Service Associate



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### EDUCATION

Bachelor of Commerce,  
Kerala University  
2012 – 2014

Higher Secondary Education,  
Sabarigiri English School  
2011 – 2012

SSLC,  
Saraswathi Vidhya Mandheer  
2009 – 2010

### SKILLS

Accounts Payable Process

Invoice Processing - Non PO & PO

SAP Finance & Accounts - ERP

Processing Purchase Orders

VAT Splits

Technical Skills - SAP S4HANA SAP  
IES

SAP ERP

Zoho

Quick books

### PROFILE

A highly flexible and enthusiastic Accounting Service Associate with 5 years of overall work experience in various fields like Account Payable , Customer Service etc. As a part of my assignments I have involved myself in Accounts Payable Process, Processing of PO and non PO , VAT Splits, Auditing . I work on ERP and have experience in migrating process from SAP IES to S4 HANA, Agresso. I also have experience in working on various SAP Transaction Codes related to Purchase, Vendor, Invoices.

### PROFESSIONAL EXPERIENCE

RM Resources Ltd, Technopark, Trivandrum, Kerala,  
Designation – Lead (March 7th, 2023 - September 6th, 2024)

- Posting manual invoice entries into Microsoft D365 and Agresso for UK clients.
- Reviewed and processed employee claims.
- Investigate on the invoice discrepancies and followup with client based on issues.
- Providing end to end knowledge transfer about the process to the new joiners & Cross training on the supporting processes.
- Work allocation to team members.

Conduent Business Service India – 11/2021 - 02/2023,  
Accounting services Associate

Kochi

- Experienced in migration process from SAP IES to S4 HANA
- Processing of invoices for the client and reviewing the Goods Receipt
- Processing of Purchase Order and Non Purchase Order, VAT Splits, Portica and Dealer invoices
- Handling Invoices in both SAP and OCR.
- Processing 110 Invoices per day using 2 way matching and 3 way matching.
- Having knowledge in using various ECC Transaction codes related to Purchase, Invoice , Vendor etc.
- Checking the Quality of the Process done by the AP Process Associates.
- Checking the Litigation Rules and correctness of the postings using simulate rules.
- Auditing of documents posted by the processors for checking the accuracy. Responding to the urgent emails and escalations.
- Handling process training to the newly joined candidates.

Cactus Digital Marketing - UAE - 03/2019 - 10/2021,  
Customer Service Associate

Dubai

- Provided excellent customer service to clients by addressing all questions and concerns.
- Worked towards commitment to customer satisfaction.
- Contacting doctors regarding the issues of the patient, getting the treatment details based on the health concern and providing the details of the treatment and cost of the treatment to the patients.

Radhakrishnan & Co. - 12/2014 - 08/2015, Article Assistant  
Trivandrum, India

- Worked as article assistant for a CA firm , handling accounts of various organizations
- Maintaining books of Accounts as per Company Act and Income Tax.
- Finalizing accounts and preparation of Financial Statement for the clients.