

NAVEENRAJ.M

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CAREER OBJECTIVE

Quest to work in a professional atmosphere and committed to meet with deadlines and ability to grasp new technologies very quickly and interested in exposing myself to future technologies and certainly work hard towards achieving my target.

WORK EXPERIENCE :

Robert Bosch Engineering and Business Solution P Ltd, Coimbatore

Designation: Process Associate-Accounts Payable (Indian Process and UK).

Period: SEP'18 to Till Date.

- Enters FI and MM based invoice information into SAP Accounts Payable system.
- Validates invoices for accuracy and assigns correct vendor code through OCR.
- Responsible for affiliate business (intercompany business transaction).
- Match purchase orders to invoices and enter invoices into computer.
- Validates that goods were received and that proper prices have been invoiced in accordance with the purchase order.
- Identifies person or section responsible for invoice and obtaining required approval for purchased items with or without a purchase order.
- Verifies and obtains authorization for any discrepancies in price, quantity received and freight charges etc.

TECHNICAL SKILLS :

Operating Systems : Windows 2003 Std/Windows 2008, Windows 7 and XP & Windows 2010.

Software Packages: SAP, Tally ERP.9, MS Office, MS Excel.

ADDITIONAL COURSE :

- Completed certificate course on **TALLY ERP-9** in C cube technologies .
- Completed basics in **COMPUTER NETWORKING** course with **A GRADE** conducted by department of MBA during the year **2015 -2016**

EDUCATION

M.Com (CA): 2017-2019 Course Pursing with **80%** from Bharathiar University – Coimbatore.

B.Com (CA): 2014-2017: Course completed with **70%** from Kongu College of Arts & Science (affiliated to Bharathiar University) Erode, Tamil Nadu.

H.S.C: 2012–2014: Passed out with **84%** from Kongu Vellalar Matric Higher Secondary School, Perundurai, Erode, Tamil Nadu.

S.S.L.C: 2010-2012: passed out with **74%** from Kongu Vellalar Matric Higher Secondary School, Perundurai, Erode, Tamil Nadu.

ACHIEVEMENTS

- Awarded as a best performer of the month of APRIL '19 in Robert Bosch
- Best Outstanding Student of the year 2014-2017 in Kongu arts and science college.
- Secured 3rd place in inter college Bharathiar university tournament in kho kho
- Secured 2nd place in inter college Bharathiar university tournament in TENNIS.

PROJECT HANDLED IN INDUSTRIES

This is to certify that the project report , entitled "**WEB PAGE CREATION OF SREE LAKSHMI MILK AGENCY**", submitted to the **Bharathiar University** ,Coimbatore, in partial fulfillment of the requirements for the award of the Degree of **BACHELOR OF COMMERCE WITH COMPUTER APPLICATIONS**.

PERSONAL DETAILS

Father's Name : K.S.Manicka Moorthy
Date of Birth : 19-06-1997
Gender : Male
Nationality : Indian
Marital Status : Single
Permanent Address : 2/179, Kattuvalasu, Karandiplayam,
Perundurai ,Erode.
Present Address : Hopes college,tidel park,Coimbatore.
Linguistic Profile : English,Tamil.

DECLARATION

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