

Apekshitha Mahadevan Accountant

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📁 Professional Experience

Accounts Executive

08/2022 – 04/2024 | Singapore

Sorin Corporation

- Identified shipping incoterms and recognized sales & purchases based on the respective documents such as Bill of lading & Final Release Confirmation.
- Book-keeping of 250 AR (Sales), 250 AP (Purchase) on a monthly basis using Excel and Xero
- Tallied Stock Reports from 10+ warehouses every month (Metric Tonne) using Excel
- Handled monthly closing independently of AP, AR & Bank reconciliation within 5 business days as a part of P&L/Balance sheet.
- Recorded other cost of goods sold (COGS) in Xero (Warehouse and freight charges, inventory costs)
- Accrued Monthly Sales, Purchases & Warehouse Charges during closing based on the recognition date
- Reconciled 6 bank accounts with a volume of 50 transactions every month involving USD currency for operating expenses
- Reconciled SG local back account every month for non-operating expenses (credit card, reimbursement and other miscellaneous expenses)
- Assisted in quarterly and yearly audit in providing them with the requested audit documentation
- Reported the cost incurred for each commodity using pivot and Vlookup in Excel which helped in key decision making for higher management
- Collaborated with cross-functional teams during closing to get the required documents for accuracy and completeness.

Accounts Executive

05/2022 – 07/2022 | Singapore

JTC Kensington Pte Ltd

- Offset Receipts against debtor's invoices and update trade receivables
- Generated trade receivables every week for 3 subsidiaries using AutoCount to constantly monitor outstanding debts and notified the clients based on credit periods
- Generated payment vouchers every month for ACRA
- Billing & Invoicing for the internal corporate accounting team based on the services

Accounting Intern

11/2021 – 03/2022 | Singapore

Dr.Wolff Singapore Pte Ltd

- Book-keeping of AP, AR, Accruals, Prepayments and Journal Entries in SAP
- Assisted in monthly closing of financial balance sheet and P&L
- Handled Inventory management in Excel and delivery bookings in SAP
- Generated weekly reports of credit card transactions and keyed it in SAP during month-end closing
- Ensured sufficient funds are in the bank accounts and performed transactions involving ACH/wire transfers

Software Tester

09/2018 – 06/2020 | Singapore

Banking and Insurance Companies

- Tested Certificate of Insurance and waiver reports
- Performed UAT Testing

Education

Bachelor of Accountancy

SIM GE (Royal Melbourne Institute of Technology)

05/2020 – 05/2022 | Singapore

Diploma in Business Information Technology

Republic Polytechnic

05/2015 – 08/2018 | Singapore

Skills

Accounting Software and Tools

- Xero
- SAP
- Autocount
- Microsoft Excel

Accounting Skills

- Book-keeping
- Account Receivable and Payable
- Bank Reconciliation
- Inventory Management and Stock Reports
- Assisted in Audits

Projects

Strategic Accounting (capstone)

- Forecasted the demand and supply for a product based on specific customer segments and managed the inventory accordingly
- Improved the market share of a company based on different concepts such as demand and supply, budgeting, costing and product profiling
- Real time experience in understanding the nuances of business and applied accounting concepts using Simulation tool

Financial Accounting and Reporting (Assignment)

- Analyzed the company business activities and the key factors affecting financial performances of the company before & after COVID-19 pandemic
- Identified comprehensive income, intangible assets and the new lease accounting standards.

Cost analysis on Semi Conductor Company (Assignment)

- Developed a business report based on the company capital structure, bond & share valuation prices, cost of capital for a semi-conductor company
- Took the past 5 years data of the company's annual financial reports to analyze the information