

# Athira M

## Order entry specialist



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📍 Sharjah, UAE

🇮🇳 Indian

👤 Married

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## Profile

Detail-oriented and results-driven Order Entry Specialist with 4.5 years of experience in the Order-to-Cash (O2C) process, specializing in order management, accounts receivable, invoicing, reconciliation, and financial reporting. Proficient in SAP and MS Excel (Pivot Tables, VLOOKUP), ensuring accuracy and efficiency in financial transactions. Adept at cash application, credit control, bank reconciliations, and audit support. Strong analytical and problem-solving skills with expertise in process improvement and automation. Proven ability to collaborate with cross-functional teams, manage stakeholder relationships, and optimize financial workflows. Seeking a dynamic role in administration, finance, accounting, or analyst positions to contribute to organizational success.

## Languages

English • Hindi • Malayalam

## Personal details

Visa Status: Spouse visa

## Professional Experience

### Order entry specialist, Accenture

03/2020 – 08/2024 | Bangalore, India

- Processed and managed high-volume order entry operations with accuracy and efficiency, ensuring compliance with company policies and accounting standards.
- Reviewed and verified invoices, purchase orders, and payment transactions, collaborating with the accounting team for reconciliation.
- Provided administrative support, including data entry, documentation, and coordination between sales, logistics, and finance teams.
- Analyzed customer orders for discrepancies and worked closely with the analyst team to resolve billing and pricing issues.
- Maintained and updated records in ERP systems such as SAP, ensuring accurate reporting for accounting and sales tracking.
- Assisted in the accounts receivable and accounts payable processes, ensuring timely payment collection and vendor payments.
- Coordinated with sales associates and customer service teams to address order modifications, returns, and refunds.
- Generated daily, weekly, and monthly reports on order processing efficiency, inventory levels, and customer demand trends.
- Managed administrative tasks, including contract documentation, customer correspondence, and database management.
- Ensured compliance with industry regulations, internal policies, and accounting principles to mitigate financial risks.

### Educational Facilitator, Vibgyor

05/2019 – 03/2020 | Bangalore, India

- Assisted the lead teacher in planning and delivering lessons aligned with the curriculum.
- Supported students with individualized attention to enhance their learning and development.
- Managed classroom activities, ensuring a safe and organized environment.
- Prepared and organized teaching materials, resources, and visual aids.
- Assisted in evaluating and documenting students' academic progress and behavior.
- Collaborated with teachers and parents to address students' specific needs and challenges.
- Supervised students during activities, breaks, and field trips.
- Encouraged positive interactions and maintained discipline in the classroom.
- Fostered a supportive and inclusive learning environment for all students.

## Education

### Kerala university, Bcom Commerce with Computer Application

2016 – 2019 | Mavelikara, India

**Date of Birth: 27th June  
1998**

## **Interests**

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- Drawing
- Photography
- Art work

## **Key Achievement**

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### **High- volume order processing**

Processed over 1000 orders monthly with 99% accuracy and compliance.

### **Efficient issue Resolution**

Resolved 95% of billing issue within 24 hours, enhancing customer satisfaction.

### **Efficiency Enhancement Initiative**

Increased order processing efficiency by 30% through process improvement.

## **College of Applied Science, Diploma in Computer Application**

2016 – 2017

## **Skills**

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- Time Management and multitasking
- SAP
- Project Management
- Accounts Receivable (AR) & Payable (AP)
- Communication & Interpersonal Skills
- Microsoft office (word, excel, PowerPoint )
- Order Management & Processing
- Attention to Detail & Accuracy
- Administration and office management
- Billing & Invoicing
- Customer Service & Relationship Management
- Bank Reconciliations & Statement Analysis
- Problem solving and decision making
- Filing and Documentation
- Financial Reporting & Analysis
- Zoho book
- Analytical & Critical Thinking
- Outlook
- organised and proactive
- Data Entry & Database Management
- General Ledger (GL) & Journal Entries
- Process Improvement & Automation
- Audit Support & Documentation

## **Certificates**

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Chatgpt and AI hacks with MS office

## **Declaration**

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I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.



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Athira. M