

CURRICULUM VITAE



BHUVANESWARI . R

Phone no: +91-9940074710

Mail:mailtobhuvirk@gmail.com

Linked in -<https://www.linkedin.com/in/bhuvi-rk>

(**Executive Finance AR**)

JOB OBJECTIVE:

Results-driven finance professional seeking a role to apply analytical expertise and strategic insight for effective financial management. Dedicated to driving financial efficiency and contributing to organizational success.

EDUCATIONAL QUALIFICATION

Year of Passing	Examination/Degree	Institution
2017	Master of Commerce (M.com)	Madras University
2013	Bachelor of Commerce (B.com)	Bharathi women's college Chennai
2010	Higher Secondary	Dr. RS M Girls Higher Secondary School Chennai
2008	Secondary school Leaving Certificate	Bharath Matriculation Higher Secondary School

Certifications:

- Certified of Professional Management and Accounting with Information Technology From the institute of management and working A/C 'S of INDIA – 2014 -2015.
- Imarticus Learning Certified Investment Banking Operations Professional Year of Passing 2014.
- Diploma in Computer applications (Familiar in operation Microsoft office) Good working in MS Excel (PowerPivot, VLOOKUP, Sumifs, Queries, Data modelling,) & Accounts Application software's.

- Certificate of Completion in CHAT GPT AND AI HACKS With MS OFFICE-By Skill Nation
- Passed Typewriting in Higher Grade – 2010.

WORK EXPERIENCE

First Employer: Worked as a Senior Associate in **M/S Chola Business Service Limited** Chennai Guindy (Murugappa Groups of Companies) From 24th Oct 2014 to 31st Apr 2016

Second Employer: - Worked as an Accountant **M/S VINAYAGA INDUSTRIAL CORPORATION** Chennai Mannadi From March 2018 to Jan 2020.

Third Employer: - **M/s Carat Lane Trading Private Limited** – Chennai Nungambakkam
Accounts Receivables -Executive (**A Tanishq Partnership – Tata Groups of Companies**) From
01st Oct 2020 – 05th Aug 2022

Current Employer: - **M/s Lynk Logistics Private Limited** – Chennai Mylapore
Executive Accounts Receivables (Subsidiary of **Bundl Technologies -swiggy**)
Joined W E F 8th of August to till date (Present Employer)

Roles Managed Past and Present: -

- 1.Direct Experience of MTD/YTD Revenue Reconciliation and closing the entries and adjustments as per workings on timely manner within a stipulated time
- 2.B2C Customer Advance Reconciliation is done on efficient manner to eliminate unnecessary credit in customer ledger balances Managed full-cycle accounts receivable processes, including invoicing, payment posting, and reconciliation.
- 3.Monitoring Revenue for all the cities and given an appropriate report to the management for preparing financials and maintained customer accounts, ensuring timely and accurate payments.
- 4.Bank deposit Receipts and Payment entries posting to the customer profile on timely basis.
5. Prepared and analysed aging reports to identify and address overdue accounts.
6. Conducted regular credit evaluations and recommended adjustments to credit limits based on customer payment history.
7. Generated and distributed monthly customer statements and invoices.
8. Capable of performing repetitive tasks while maintaining an elevated level of accuracy.
9. Generate customer outstanding report and reduces the Accounts Receivables Gradually with a frequent follow up with Warehouse team (Especially Greater than 90 days AR)

10. Monitoring the collections from various payment method (Cheque, cash, Online, NEFT, RTGS, UPI, Mobile Banking)

11.General Ledger Reconciliation for all AR Related Ledgers (Contra A/C, Sales A/c, Customer A/c)

12. Handling Mail queries and Regular follow up with internal Team.

MY STRENGTHS

- Ability to learn quickly and Hard working.
- Excellent Communication and Technical skills.
- Good Presentation and Reporting knowledge.
- Good Team Player Coordination's and Result driven.
- Good interpersonal skills.
- Accuracy and Timely Execution Skills.
- Multitasking and Pressure Handling Skills.
- Efficient in work accomplishment

PERSONAL PROFILE

Name	: BHUVANESWARI. R
Spouse Name	: Purusothaman H
Date of Birth	: 27.7.1993 (Age – 30 years)
Gender	: Female
Marital status	: Married
Nationality	: Indian
Permanent Address	: No 48/ 35, Muthu Street, Vyasarpadi, Chennai, -39
Languages Known	: English, Tamil (Expertise Read and Write)
Hobbies	: Listening to Music, Reading books , Gardening.

DECLARATION:

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

Date:

Place: Chennai

(**BHUVANESWAR****I.R**)