



Divya Kannan

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PROFESSIONAL SUMMARY

- Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Audit Consultant position. Ready to help team achieve company goals.
- Knowledgeable about processing payments and handling customer queries. Team-oriented, dependable and performance-driven.
- Skilled in training and leadership of team members to accurately process payments using checks and cash. Detailed manager of accounting processes with clarity and deliberation despite heavy workloads.
- Detail-oriented worker with reliability.

SKILLS

- Active Listening
- Staff Training
- Process Optimization
- Coordination
- Forecasting and Planning
- Learning Strategies
- Evaluating Open Accounts
- Process Improvement
- Data Entry and Management
- Payments Posting
- Customer Service Support
- Active Learning

WORK HISTORY

BUSINESS ANALYST

06/2013 to 11/2021

Natwest | Chennai

- Prepared and mailed invoices to customers, processed payments, and documented account updates.
- Utilized Microsoft Excel and Oracle software to manage invoices and payments.
- Managed and responded to correspondence and inquiries from customers and vendors.
- Monitored accounts to verify compliance with payment terms and schedules.
- Researched errors and discrepancies to initiate corrective action.
- Analyzed customer financial records to determine appropriate payment plan.
- Worked with Cash Management Services(CMS) over a period of 3 years- Processed Cheque book request, Balance Confirmation request, Stop payment request, Account Closure request, Cheque printing, CTS cheque updation.
- Processed Internal transfers request within Natwest, NEFT,RTGS payment request.
- Worked with clearing operations,processing inward and outward cheques.
- Worked under Corporate & Private Banking unit - Issuing Audit

confirmation letters to the Auditors of the Customers confirming the Loans, Facilities, Securities and Business Guarantees.

- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Implemented new accounting processes to decrease spending and work flow downtime.
- Maintained account accuracy by reviewing and reconciling checks monthly.

EDUCATION

MBA | Finance

05/2013

SRM UNIVERSITY, Chennai

Bachelor of Commerce | Economics , Business And Finance

05/2011

MEENAKSHI COLLEGE FOR WOMEN, Chennai

ADDITIONAL INFORMATION

- Currently learning basic (level C) Swedish language at SFI.
- Internship:

2012: Did internship with BHARAT HEAVY ELECTRICALS LIMITED (BHEL) on the topic "Analysis of financial statements" for a period of 2 months

2013: Did internship with JOHNSON & JOHNSON PVT LTD on the topic "Secondary freight software implementation" for a period of 3 months.

- DFAA (Diploma in Finance & Accounts) from NIIT, Chennai
- National Aptitude Test –1 st Class ,NIIT ,Chennai
- Completed 100 hours of SAP business one-functional consultant course from Mukesh info serve in SRM university.
- Tally ERP 9 from NIIT, Chennai

LANGUAGES

Tamil: Native language

English:

C1

Swedish:

A1

Advanced

Beginner