

CURRICULUM VITAE

R.LAVANYA

D/O J.RAJENDRAN

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Nelvayal nagar, perambur, Chennai-11

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Objective

To take a challenging role on business operations at Leadership Level and give an efficient and effective solution that will help the organization to achieve the best solution in business and ultimately increase its productivity in market.

ACCOUNTS EXECUTIVE PROFILE:

- Graduate with 4years experience in all accounting related processes like payables, receivables
- Maintaining track record of company's expenses
- Good communication skills
- Multitasking skills and ability to work under pressure
- Exploring challenging opportunities in Accounts & Finance with an organization of repute
- Assisted In carrying out Company's internal Audit
- Carried Out various banking activities like online transactions(RTGS, NEFT), Net banking etc

Academic Qualification

| Degree/ Course | Institution | University / Board | Year of Passing | % of Marks |
|-----------------|---|----------------------------|-----------------|------------|
| M.B.A (Finance) | Directorate of Distance Education (Twining Program) / Loyola | Pondicherry University | 2014 | 60 |
| B.Com (general) | Bhaktavatsalam Memorial College for women, Chennai | Madras University, Chennai | 2012 | 79 |
| HSC | Kaligi Ranganathan Montford Matriculation Higher Secondary School | State board, Chennai | 2009 | 83 |
| S.S.L.C | Kaligi Ranganathan Montford Matriculation Higher Secondary School | Matriculation, Chennai | 2007 | 74 |

Work Experience

Organisation: Aakash Institute

Duration : February 2022 TO September 2022

Designation : Accounts Executive

- ☐ Managing fee structure & fee software for different programs.
- ☐ Interaction with students and parents on routine basis.
- ☐ Fee recovery from late fee students.
- ☐ On-time fee deposition in the bank (Cash, Cheques, DDs).
- ☐ Managing PDCs and their timely deposition and posting.
- ☐ Verifying calculation and processing of left out students.
- ☐ Cash reconciliation with accounts and bank.
- ☐ Clarifying doubts of students and parents regarding payments/receipts.
- ☐ Champion entire student cycle is need be: Prospecting, Counseling, Admission, Orientation, Support, Satisfaction, Retention and Productive.
- ☐ Co-ordinate with other centers in the region.
- ☐ Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers.
- ☐ Handling some assigned administrative responsibilities.
- ☐ Ensure timely receipting of all the payments received.
- ☐ Ensure accurate depositing for all the admissions, installments, payments, received.
- ☐ Review and track the key metrics on regular basis and generate various reports.
- ☐ Ensure closure of any pending transactions on a FIFO basis.
 - **Software used people soft oracle ERP and SAP for all accounting purpose.**
 - Checking and resolving day to day mails and queries in a timely manner.

Organisation: Associated Tools & Crafts Duration : February 2014 to March 2018

Designation : Accounts Executive

Roles and Responsibilities

- Preparing order to cash tax invoice related with procure to purchase in Clear tax accounting software
- Maintaining day to day incomes and expenditure records in microsoft office excel
- Monitoring Towards Stocks and Preparing Stock Details of all Customers in microsoft office excel
- Preparing an whole year of Purchase and Sales Details for GST Filing Process and make payment with the controllers approval and ensure that the GST account has been cleared on monthly basis
- Preparing intercompany payment Proposal making payment to the counterpart. Ensure the payment has been made and the customer account has been cleared every month
- Preparing Salary Details of all the employees and making payment to all the employees through Net Banking and ensure that the salary has been Paid on every monthly basis
- Keeping records of all the payables, receivables, order to cash, procure to purchase, bank and cash
- Maintaining records and Making Payment to all order to cash invoice against company's PTP through Cheque OR Netbanking
- Monitoring and Maintaining Towards every day company's work process
- Handled customer enquiries, researched problems and developed a solution
- Maintaining records and making payment of company's rent, eb through cheque on every monthly basis
- Posting entries of all the incomes, expenditure, payables, receivables, O2C, P2C
- Checking day to day mails and queries resolving

Technical Skills

- Tally and Ms Office

Areas of interest

- Accounting

Co-Curricular Activities

- Participated in college sports day and won prizes
- Participated in Inter college dance competition and won prizes

Achievements

- Stood first prize in college for proficiency in the subject BUSINESS STATISTICS during the year 2010-2011
- Served as a NSS Volunteer in college level

Strengths

- Quick learner
- Resolute

Hobbies

- Cooking
- Dancing
- Social networking

Languages Known

Read : English & Tamil

Write : English & Tamil

Speak: English & Tamil

DECLARATION

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

Place: Chennai

Yours sincerely

Date:

(R.LAVANYA)