

NayanaShree NS

Accounting & Audit Specialist



Bengaluru, Karnataka, India



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Objective

I look to increase my value within the organization by impacting business and people positively. I seek a challenging role that involves constant exposure to a variety of opportunities in terms of business growth, developing people, relationships and enabling change.

About Me

- A self-motivated professional with almost 5 years of work experience in IT & ITES Industry
- Experienced in Accounting & Auditing with SAP ERP
- Managing account receivables, extensive knowledge of record maintenance & conducting financial audits
- Fact based decision making, proactive analysis and deep dives with strong attention to detail
- Exceptional track record of building relationships with stakeholders
- Highly flexible, adaptable, and able to work under pressure and quickly changing priorities.

Education

Bachelor of Commerce

Major in Accounts (Bangalore University)
2007-2010

Master of Business Administration

Major in Finance (Mysore University)
2011-2013

Skillset

- Order Management
- Credit Management
- Dispute Management
- Analyze Financial Statements
- Audit Financial Statements
- Invoice Processing
- Credit Notes
- SAP ERP Expertise
- MS Office proficient

Professional Experience

Order Management Specialist

Thomson Reuters (Feb 2020 - Sep 2022 - 19 Months)

<https://www.thomsonreuters.com/en.html>

Through the digitalization of tax and legal professions, the free press, commerce, and the rule of law, we are elevating the way professionals and institutions work.

- Processing Orders for legal advisory firms
- Processing of orders through SAP ERP, Managing billing
- Credit Management, ensuring compliance with company credit policy
- Well maintained TAT and handling dispute cases

Previous Roles

Assurance Associate Level 2

PwC (Sep 2018 - Jan 2020 - 16 Months)

<https://www.pwc.in>

At PwC, our purpose is to build trust in society and solve important problems. We're a network of firms in 152 countries with over 328,000 people who are committed to delivering quality in assurance, advisory and tax services.

- Audit Financial statements, Ledgers and Balance Sheet for the PwC clients. Validate data and complete analysis for accuracy.
- Analyzing Financial statements on Quarterly and Yearly basis
- Working on various international client requests
- Analyze, initiate and implement best practices and procedures in the accounting department

Process executive in Accounts and Invoice Processing

DTDC (Jan 2018 - Aug 2018 - 8 Months)

<https://www.dtdc.in>

- We are one of India's leading integrated express logistics provider, operating the largest physical network of customer access points in the country. We offer a comprehensive range of technology-enabled logistics solutions to serve a wide spectrum of customers across diverse industry verticals.
- Invoice details verification
- Process invoices, purchase orders and payment through SAP
- Credit Notes - Collecting the necessary original documents with necessary approvals and processing the credit notes
- Addition, deletion of GST numbers for the new and existing clients

Process Executive

Infosys (Jul 2015 - Aug 2016 - 13 Months)

<https://www.infosys.com>

Infosys is a global leader in next-generation digital services and consulting. We enable clients in more than 56 countries to navigate their digital transformation.

- Validating the Invoice with the product, match up the amount with the original PO
- Investigating slow approvals
- Managing client requests and queries
- Verifying tax information
- Assisting with the past due invoices