

## CURRICULUM VITAE

**SINDHU.S**

E-mail: [sindhushiva94@gmail.com](mailto:sindhushiva94@gmail.com)

Contact No: +919916323994/9164495890

---

### CAREER OBJECTIVE:

My career objectives involve obtaining a position in a professional office environment where the skills that I have acquired would be valued and at the same time be of use to the organization.

### TECHNICAL SKILLS:

- Have Knowledge in Tally ERP-9
- Microsoft office Excel.
- Microsoft office Word.
- Microsoft office PowerPoint

### EDUCATION QUALIFICATION:

Course	Year of Passing	Board/University/Institute
B.COM	2014	RBANM'S FG Degree College, Bangalore.
PUC	2011	DVS Independent Pre - University College, Shimoga.
SSLC	2009	St. Charles High School, Bhadravathi.

### EXPERIENCE:

- **Company: Covalense Digital Solutions Private Limited**
- Duration: July 2018 to February 2023 (4.8 Years)
- Designation: Finance Executive

## ROLES AND RESPONSIBILITIES:

- Purchase Order.
  - Creation of Purchase Order.
  - Purchase order Tracker Updating.
- Invoice.
  - Billing or Invoice raising for clients.
  - Preparation of Sales invoice along with supporting documents.
  - Invoice Tracker updates.
- Forex and Travel Card.
  - Forex and Travel Card Reload.
  - Traveler Lems Letter updating.
  - PDA Sheet updating.
  - Currency flow Sheet Updating.
  - Green Channel Tracker updating with Project Code and Project Name.
  - Travel Advance Updating.
  - Travel Settlements.
- Client Compliances/Vendor Audit Compliances.
  - Accenture
  - Dell
  - Oracle
  - Intuit
  - Infosys
- CDS Statutory Compliances.
- Finance Induction.
- CTC Breakup.
- India Payroll.
  - Validation of HR Input data with supporting documents.
  - F&F Reports.
  - PLVP due List.
  - Worked on Extra Hours/OT, PI, PLVP, Reimbursement, Night Shift allowances, Hardship Bonus, Relocation Expense, Annual Bonus Calculations and taking internal approvals from the Directors and Processing those payments along with Salary.

- Payroll Finalizations and Bank file verifications for the salary process.
- New Joiners PF, Gratuity, PAN & Aadhar details.
- CDS Consolidates Leave details.
- Client list - End of the year.
- Directors Personal Expenses.
- Vendor Payments.
  - Collecting & Verifying vendor bills.
  - Sending the vendor bills to VNK Team with Project codes.
  - Processing Vendor payment.
  - Sending Payment advices to vendor after the payment.
- Consultant Payments.
  - Sending reminders to the consultant for approved timesheets and invoice.
  - Validating invoice with timesheets and Agreement.
  - Sending invoice and timesheets for approval.
  - Sending monthly consultant list for payment Process.
- Sodexo Card Reloading and arranging for New cards.
- Monthly closing and reporting to Management.
- Reimbursement Expenses.
  - Sending emails to the employees whose expenses showing pending status.
  - Verifying expenses Bills and sending it for payment process.
- OLA Corporate report validating and processing for payment.
- Maintained Corporate Credit Card details (Amex, Axis and CITI Bank) collecting and processing for payments.
- Other Countries Payroll - Started a new task for other Countries' payrolls and finalized the Total payouts.
  - SA, USA, Canada, Singapore.
- Petty Cash Management.
- Ability to work in a team and in an organization.
- Eager to learn new things.

### **Awards:**

- Team Hard worker - 2019
- Team Excellence - 2022

### **PERSONAL PROFILE:**

- Gender : Female
- Date of Birth : 22-04-1994
- Marital Status : Married
- Native : Bhadravathi, Shimoga District
- Nationality : India

### **LANGUAGES KNOWN:**

- Kannada
- English
- Tamil

### **DECLARATION**

I hereby promise that, if being placed in your company, I will work towards the upliftment of the company to the best of my abilities and build my career in Parallel.

I hereby declare that the above details are true and fair to the best of my knowledge.

[ SINDHU.S]

Place: Bangalore.

Date: