



SAVITHA.S

Versatile, high-energy professional targeting **Accounting Operations/ Financial Marketing** for achieving business growth objectives within turnaround & rapid changing environment

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Profile Summary

- Result-oriented professional with experience of **over 7 years 5 months** in Accounting Operations, Financial Analysis, Financial Marketing, Taxation and Vendor Management & Internal Audit support.
- Last worked with **DIAGEO INDIA, Bangalore as Asst.Manager/Team Lead F & A) & SME (subject Matter expert) for Marketing procure to pay project.**
- Extensive knowledge of SAP invoice module, Ariba-Purchase Module (Spend Management Module) and NEWGEN software accounting module.
- Possess significant experience in i006E along with processing final invoice posting into SAP by calculating TDS amount (TDS Professional Tax/Contract Tax%, Service Tax, VAT & GST)
- Hands on experience in formulating & interpreting financial information, analysis and recommendations in all areas resulting in better financial performance and enhanced systems for higher performance of the team
- Expertise in monitoring the inflow & outflow of funds and ensuring effective working capital management and optimum utilization of available funds towards the accomplishment of corporate goals.
- Prepare & implement payment support for accounts receivable & payable.
- Proficiency in monitoring & implementing internal control systems for all financial and statutory matters.
- Track record of financial planning, managing & developing business plans and implementing the same in the geographically diverse markets
- Effective communicator with excellent interpersonal skills with proficiency in explaining complex financial data

Extracurricular Activities

- Received Green Belt in Seitou Ryu Karate Martial Arts from World Karate Do Federation Recognized by International Olympic Committee, India.
- Recognized as State Level Hockey Player, from Karnataka State Girls Hockey Tournament, India in 2002.
- Bagged Best Student Merit Award for consecutive three years from 2008 – 2011 from East Point College of Management Studies in 2011
- Received Carrom Champion Award from East Point College of Management.

Soft Skills

Skill Set

Financial Analysis

Audit & Internal Control

Process Improvement

Taxation

Contract Management

Financial Marketing

Vendor Management



Change Agent



Team Player



Analytical



Collaborator



Communicator

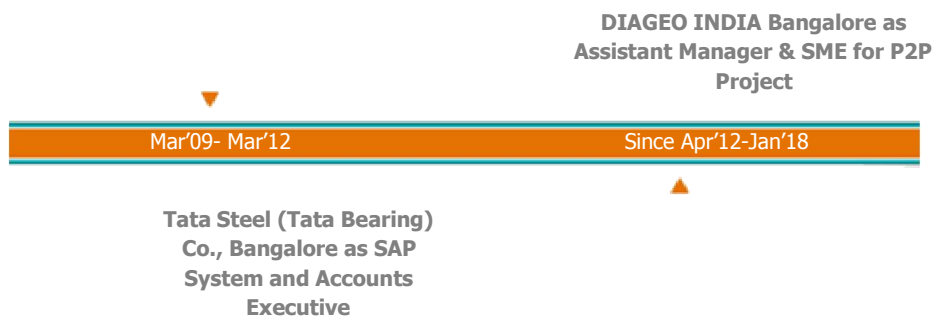


Planner

Education

- Internal Quality Auditing from International Council of Management studies.
- M.Com. from Bangalore University, India
- B.Com. from East Point College of Management, India
- 12th (PUC) from East Point Pre-University College, India
- 10th (SSLC) from Sri Rama Vidyalaya, India
- Pursuing Inter from (ICAI)

Career Timeline



Work Experience

Since Apr'12 till Jan'2018 DIAGEO INDIA, Bangalore as Assistant Manager F&A & Subject matter expert for Marketing -Procure to Pay project

Mar'09 – Jun'09/ Mar'10 – Jun'10/ May'11 – Mar'12 with Tata Steel (Tata Bearing) Co., Bangalore as SAP System and Accounts Executive

Role Across the Tenure:(Accounts Payable/Marketing Finance/Internal Audit support)

- Assisting in systems, procedures & manuals preparation & maintenance of raising invoices, e-filing, developing contract, GRN, writing stock register and sale day book.
- Experience in managing critical stakeholders and ensure that all the agreed SLA are delivered.
- Verifying DPR (Down Payment request/advance); updating ERP Number on each invoice
- Managing financial statements including MIGO-(Debit expense credit GRIR entry)& MIRO entry (Debit GRIR & credit vendor) approval
- Ensuring the functioning of the following:
 - Accurate, complete and timely submission of financial reports
 - ANSP payment process,
 - Accounting protocol related to HASP
 - Invoice updating, verification of FDR's
 - CA (Form 15CB) certificate, foreign related documents
 - Public deposit and dividend related activities
 - MIRO (Final invoice bill booking in SAP) activity before the month end and strive to achieve zero GR/IR balances.
 - Month end provision booking.
- Liaising with CARM (Control Assurance and Risk management) with the board of directors, staff, customers, suppliers, media, auditors, lawyers and tax advisers
- Implementing accounting manuals; supporting clients in the selection of a new consolidation system, e.g. for elimination of entries or multi-currency reporting.
- Coordinating the production, publication and distribution of annual reports, interim / quarterly reports, announcements and circulars; purchasing of vendor related invoices & assisting in audit queries
- Preparing the following documents:
 - Forex related documents
 - Monthly statement for GRIR entry status liaise with accounts
 - ESCROW account report
 - Receipt of originally discharged FDR's
 - Management report (GRIR report)
 - FORM 15 CA
 - Balance confirmation to all ANSP vendors
 - GRIR balance preparation of reconciliation
- Providing weekly cost to date analysis; reviewing billing on a monthly basis and preparing invoices; attending weekly status meetings with the account team
- Searching and preparing content for new deal opportunities and pitches; exploring and approaching potential buyers / sellers for clients.

- Completing transaction documentation including business plans, information memoranda and financial forecasts.

Highlights:

- Provided information on financial status by preparing special reports such as General Schedules, Ageing Analysis Report & Design scripts of control purpose for audit reports
- Prepared financial impact assessments on key growth strategies including achieving NSV, Operating Profit & Cash conversion strategies to support Financial Planning & Analysis(FP&A) for business
- Analyzed cost and schedule data for communication to internal teams on financial status and progress of assist with new business process program through detailed charts, reports, and presentations to provide timely relevant & accurate reporting & analysis of the results of the division's performance against historical, budgeted, forecasted & strategic approach
- Provided creative solutions for transaction issues such as regular vendor check reconciliation, adjusting journal entries & correcting chart of accounts that is out of balance & adding of OBP if missed in monthly provision report
- Being part of the team ,implemented process enhancement initiatives through measures such as CARM(Control Assurance & Risk Assurance) & SOA (Statement of Authority) that resulted benefits from control aspect for the company (United Spirits Limited)
- Engage company strategic plan and multitasking to achieve audit deliverables.
- Involved in implementing GST guidelines manual.
- Successfully implemented Marketing Procure to Pay project being part of the team player in Financial year 2017

IT Skills

- SAP (FICO)
- ARIBA –(Spend Management)
- NEWGEN (Accounting) & Marketing (Procure to Pay)
- MS Outlook
- MS Word and MS PowerPoint
- MS Excel

Personal Details

Date of Birth: 17th January 1990

Languages Known: English, Hindi, Tamil, Kannada, Malayalam & Telugu

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