

CURRICULUM VITAE

Kavita.Thavidaboina

Flat.No.104, Veenela Residency,
S.V Colony, Bairamalguda, Sagar
Ring Road, L.B.Nagar,
Hyderabad500079.

Email- kavitagangula92@gmail.com

Mobile no: – 8885544922

Objective:

To work with a professional Organization that provides ample opportunities to learn and want to contribute in the growth of an organization there by self-growth, where acquired skill and knowledge are used and to become an adroit professional.

Educational Qualifications:

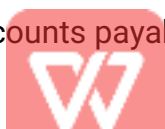
<i>Course</i>	<i>Institute /Affiliating Board</i>	<i>Year of Passing</i>
<i>B.Com</i>	<i>University of Mumbai</i>	<i>Mar 2013</i>
<i>H.S.C.</i>	<i>Maharashtra Board</i>	<i>Feb 2010</i>
<i>S.S.C.</i>	<i>Maharashtra Board</i>	<i>Mar 2008</i>

Computer Proficiency: Basic

knowledge of MS EXCEL , SAP

Work Experience:

- Worked 2 years in accounts payable in Tata Business Support Services.



Edit with WPS Office

- Worked 4 years as a senior associate in kfin Technologies Limited.

Responsibilities includes.

- Make sure transaction process accurately for e.g Nav date and amount
- Resolving emails within a TAT
- Respond to a branch mails
- Make sure APP and website of Funds should work smoothly for e.g UTI website , UTI App and Finnet platform
- Verify the amount if any Misplaced
- MIS report of Credit Cardholders
- Resolves the mails of Distributor
- Send monthly DTR
- Prepare delinquency report
- Do manual Reconciliation if any amount is missing .
- Process Invoices in SAP
- Prepare a Leavers report
- Resolving mails of Cardholders



Edit with WPS Office

Personal Details:

- Date of Birth : 3rd March 1992
- Marital Status : Married
- Gender : Female
- Nationality : Indian
- Languages Known : English, Hindi, Telugu & Marathi.
- Husband's Name : T Srikant
- Permanent Address : Flat.No.104, Veenela Residency,

S.V. Colony, Bairamalguda, Sagar
Ring Road, L.B.Nagar.
Hyderabad500079.



Edit with WPS Office

Declaration:

I do hereby declare that all the information above given is true to the best of my knowledge and belief.

Date: Place: Hyderabad (Kavita.T)



Edit with WPS Office



Edit with WPS Office