**RESUME**

**G.N. LAKSHMANNA**

H.No:32, khaate no.68/2, Hongasandra road, Gharvebhavi palya, Sri Rama nagara, Near ICICI ATM, Bangalore - 560068.

[lakshmannarasappa@gmail.com](mailto:lakshmannarasappa@gmail.com) Mobile :9036065622

**CAREER OBJECTIVE**

To be associated with Progressive organization that gives scope to apply to my knowledge

and skills to be a part of a team that dynamically works towards growth of the organization.

**EDUCATIONAL QUALIFICATION :**

* **Graduation :** B.Com (General) with 50% from Sri Venkateshwara P.U & Degree college, Bangalore. Year of passing 2006.
* **Intermediate :**H.E.B.A With 51% from Sri Venkateshwara P.U & Degree college, Bangalore. Year of passing 2003.
* **Matriculation :** SSLC With 55% Sri Vidhya Jyothi High School, at Bangalore Year of passing 2001.

**TECHNICAL QUALIFICATION :**

* Operating Systems: MS.DOS, Windows.
* Packages: MS-Office. Tally 7.2 ERP 9.

# EXPERIENCE :

**4 Company : Kinara capital.**

**Work Profile:** Accounting & Operations Officer.

**Designation :** Senior Executive.

**Period :** From January 2023 to till date

**Role Profiling:**

Processing of loan disbursal to the customer approved by MIS department in Perdix.

Daily reports checking for the processed payment transactions.

Payment authorization for all vendors and customer payments.

After payment authorization to all customer upgradation of UTR/Reference number in the Reference Master tracker.

Daily reports and Bank statements sending mail’s to Reporting manager and other Teams

Verification of Collection amount in Bank and Cash reconciliation statements.

Verification of Employee claims expenses reimbursement.

Preparation of Happay Consolidated expenses report Daily, Weekly and Monthly.

Preparation of Happay Travel expenses report weekly and monthly.

Preparation of maintenance all types of expenses and employee reimbursement expenses updating the daily with SAP.

P Preparing monthly Term loan sheet and add new loans in that Term loan sheet.

Verification of Fixed Assets vendor bills with Purchase orders.

Performing other duties as assigned by our manager.

**4 Company : Kinara capital.**

**Work Profile:** Internal Quality Audit.

**Designation :** Senior Executive.

**Role :** Central audit officer.

**Period :** From August 2018 to December 2022.

**Role Profiling:**

* Verification or Review Loan documents in Perdix software such as Secured loan, Unsecured loan, Asset purchase loan, Business development loan and others as per policy
* Verification or Review Customer’s KYC information related to KYC documents like Pan card, Aadhar card, Electricity bills, water bills, Telephone bills, House tax paid receipts, Bank statements and others as per policy
* Verification or Review Business’s KYC information related to KYC documents such as GST registration certificate, MSME registration certificate, Shops and Establishment registration certificate, CIBIL information and others as per policy.
* While file verification or Review performing audit observations based on KYC documents and seek clarifications from field auditors on audit observations

through email.

* + Post Clarifications or justifications completion updating audit observations in AMS (Audit Management System).
  + Preparation of Draft audit on various audit reports like Legal, customer care Peer audit, Employee claims.
  + Verification or Review Credit bureau reports check.
  + Verification or Review of employee claims in Happay software such as Lodging bills, petty cash vouchers, Travels tickets (flight/bus/train) as per policy for all hubs.
  + Performing CIC audit report comparison month wise.
  + Verification or Review legal documents like Legal Notice, Loan Recall Notice, Sec.138 Notice letters.
  + Follows up on deficient documentation with relevant stake-holders.
  + Verification of TAT and quality check on legal documents such as LN, LRN and Sec.138. Arbitration.
  + Makes informed decisions regarding the documentation handled.
  + Be an SME in the process and understand the upstream and downstream process.
  + Verification of physical courier files and check in online courier portal and draft an audit on it.
  + File verification or Review Insurance documents.

1. Worked in Stumpp Schuele & Somappa Springs Pvt Ltd as a Dispatch Assistant From March 2014 to June 2018.
2. Worked in Shankara Infrastructure Materials Ltd as a Billing Clerk from July 2011 to December 2012.
3. Worked in Stump Schuele & Somappa Springs pvt ltd as a Assistant from February 2010 - May 2011.

**STRENGTHS :**

* Good Communication Skills, Will Power and Leadership.

**ACHIEVEMENTS :**

* + Got Appreciations from our Vice President for Monthly Performance.

**PERSONAL PROFILE :**

Name : G N Lakshmanna

Father’s Name : G Narasappa

Mother’s Name : G Pakeeramma

Mother’s Tongue : Kannada.

Sex : Male

Date Of Birth : 08.07.1985.

Marital Status : Married.

Address : H no: 32/68/2, Hongasandra Road, Gharvebhavi palya, Sri Rama nagara, Near ICICI ATM, Bangalore 560068.

Nationality Religion : Indian- Hindu.

Languages Known : Telugu, English & Kannada.

Personality Traits : Effective Communication skills and will to work hard.

I declare that all the above furnished details are true up to my knowledge and sufficient proof will be produce in necessary.

**DECLARATION :**

Date : / / 2022

Place: Bangalore

Your's Faithfully (gn lakshmanna)