**Career Objective: -**

● Seeking a challenging career opportunity in an organization where my knowledge and experience can be shared and enriched a job, where I can utilize my communication and managerial skill would be addition pleasure. Eventually I would like to be one of the best professional in your organization. I will contribute my zeal of working with commitment, honesty & sincerity to achieve the organization working for.

**Technical Exposure: -**

● Operating System: Windows 98 & 2000 ● Packages: Completed 6 months Tequantage course, from NIIT Institute, Bellary. Ms office (Ms word, excel, access, PowerPoint

**Education Qualification: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Year of passing** | **School/college** |
| MBA (Finance) | Visvesvaraya Technological University, Belgaum. | 2010 | Acharya Institute of Technology, Bangalore. |
| B. Com | Gulbarga University, Gulbarga | 2007 | Sarala Devi College, Bellary. |
| P.U.C. (Commerce) | Department of Pre-university Education, Karnataka | 2004 | Government PU College for Girls, Bellary. |
| S.S.L.C | Karnataka Secondary Education Examination Board, Karnataka | 2001 | Wardlaw Composite Junior College, Bellary. |

**Professional Qualification​: -**

1. **Work Experience**: -​ Worked with​ Pace Engineering Services, Bellary. from 1​st October 2010 to 31​st August 2014

**Designation**​: Accounts Assistant

**Nature of work**: -: End to End Process in Accounts Payable and Insurance Renewals

**Key Responsibilities as – Accounts Assistant**

● It starts with the basic rule of Three-way Match

● Receipt of Invoice from Vendor

● Then the goods received note signed by the authorized Officer

● Scanning the Invoice

● Processing the Invoice in the system (Tally Erp.9)

● Payment Proposal – Report of Invoice falling due on the current date (in Excel format) ● Payment run – Payment to Sundry Creditors / Vendors by cash / cheque / RTGS / NEFT ● Re-conciliation of Sundry Creditors

● Bank Re-conciliation

● Tally (Sales, Purchases, Receipt, Payment, Contra, Journals, Day to Day Cash book entries)

● Service tax (preparing in excel format – quarterly)

● Insurance Renewals like – General Insurance, Health Insurance, Life Insurance and Personnel Accident Policies

1. **Work Experience**: -​ Worked with​ Gokaldas Images Pvt Ltd., Bangalore.​ – from 19​th February, 2015 to 4​th July, 2015

**Designation​:** - Accounts Executive

**Nature of work​:** - Worked in Accounts Payable Team –

**Key Responsibilities as – Accounts Executive**

● Checking the (GRN) Goods Receipt Note and (GIN) Goods Inward Note

● Booking purchase bills in Stage ERP.

● Raising Debit notes

● Booking Import & Export Expenses ● Bank entries & reconciliation ● Cheque Payment to the parties

1. **Work Experience: -​** Working with​ IBM India Pvt Ltd., Bangalore.​ – Since 17th December 2015

**Designation​**:- Senior Practitioner

**Nature of work**​:- Working in Accounts Payable –

Cemex Account - EMEA (Spain Region)

Infinium Account - (Germany, France, Netherlands, Spain, Italy, UK) – (Currently Working)

**Key Responsibilities as – Senior Practitioner** (P2P)

● Invoice Resolution (Verify, Matching, Posting) in SAP SRP

**Invoice types.**

PO Invoice

NON-PO Invoice

Credit Note

Subsequent Credit Note

Debit Note

Subsequent Debit Note

Framework order

Service entry sheet

Payment request form

Invoice planning

Down payment Module

Freight Summary List

Invoice summary List

Report: Late payment Reason Report

Quarries – Service now

● Special Vendor and AISI Invoices

● Daily, Weekly and Month end reports (SLA and other reports)

**Training and Internship:-**

● Internship project on “An Organizational Study of KST” undertaken at M/S Krishna Stone-Tech Pvt. Ltd., Bellary. For Three weeks during 2008.

● Studied the Organization, Its Profile, Structure, Department Functions, Working Style of Employees.

● Marketing Department –Orientation towards Customer Selection, Product Profile of customer, Order Processing, interact with other Departments in order to achieve the target

● Analysis and interpretation of the study.

● Findings and conclusions.

**Personal Details**

Gender: Female

Languages known English, Hindi, Kannada, Telugu and Marwadi

Interest: Learning Statutory Part – INCOME TAX, TDS, VAT, SERVICE TAX, PROFESSIONAL TAX, PROVIDENT FUND, GRATUITY, EXCISE, EMPLOYEES’ STATE INSURANCE (ESI). Payments. Reports.

End to End P2P process

**Permanent Address**: K. Kalyani​,​ D/O K. Ramanjaneyulu​,​ Ward No. 10, Door No. 37, Saleshwara Temple Street, Bellary-583101, Karnataka.

Declaration

I hereby declare that all the information furnished here in is true to the best of my knowledge.

Place: Bangalore

(K. Kalyani)