DEVANGI R BHANDARI

**Accounts Associate.**

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BANGALORE

**SUMMARY**:

I am a MBA Professional in Finance stream and has 5 years of total experience.

**OBJECTIVE:**

To associate with progressive organization that gives me scope to enhance my skills, where I can use my skills for the development of the organization and improve myself.

# RELEVANT SKILLS:

* Operating systems WindowsXP,Windows7, Tally 9.0.
* PACKAGES:MSOffice.SAP.

**WORKEXPERIENCE**

1. **Accenture Solutions Pvt Ltd, Bangalore (May21 to Oct22)**
2. **Mahaveer Syndicate (June'17 to Dec '20)**
3. **Hewlett Packard Enterprise and Accenture Solutions pvt ltd.(Jan'15 to Mar'17)**
4. **Accenture Solutions Pvt Ltd.Accounts Associate.(MAY, 2021 to Oct 2022)**

< Coordinating withClient,its customers and other departments like Cash Application, Billing, Accounts Receivable, Operation team etc..

< ApartofAccountsPayable and Accounts Receivable process.

< Updating the status of invoices of differentcustomer.

< Providing payment details to the Cash Apps team and closing and matching open invoices.

< Making payments to US based Clients.

< A part of Order to Cash process.

< Creating Accruals and Calculation of required charges in Export and Import Process in Meridian and Cyber log App.

< Preparing an Invoice to note down all goods sold to customers,and payment yet to be received is highly recommended.

< Preparing Monthly AR statements in order to ensure each invoice, payment and credit made during a given period to remind Account status.

< Reconciliation of Accounts and checking irregularities.

**2. HewlettPackard and Accenture Solutions Pvt Ltd :**

**Process Associate (FEB, 2015 to Mar 2017)**

< Support worldwide HP Customers.

< Validate and approve payments requisitions in accordance with the company Policies.

< Resolving the customer queries regarding payments.

< Participating and involving in the development and designed to improve the process.

< Contact with Customer Response Team.

< Providing status reports to the clients.

< Identification and mapping of information needs.

< Produces consolidated reporting to the team member to process.

< Reporting on progress/issues to management and users.

< Analysis and fully support of transactions of Order tocash.

< Managing the flow of products of Order management.

1. **Mahaveer Syndicate ( June 2017 to Dec 2020**)

< Worked on daily incomes and expenses.

< Resolving customer queries

< Reporting progess issues to management.

< Data Handling and Data Reporting.

**EDUCATION HISTORY:**

* + **Masters of BusinessAdministration.(Finance)**
  + Year of Graduation-2017.
  + University-Sikkim Manipal University with 65Percent.
  + **Bachelor's of Business Administration.(Finance)**
  + Year of Graduation-2012.
  + University-Surana College in Finance with 75percent.

# PUC

* + Year of Graduation-2009
  + University-PES college with 65percent.
  + **SSLC**
  + Year of Graduation-2007.
  + University-Meera Vidya Niketan with 91percent.
  + **KEY DELIVERABLES**:
  + Strong decision making and problem solving skills.
  + Excellent communication skills, both written and verbal.
  + Can Work effectively in team as well as Individual.
  + Have flexibility and Commitment towards Work.
  + Highly adaptable to learn new views/ideas/technologies.
  + Have dedication to assignments.
  + **KEY STRENGTHS**:
  + Providing effective support for customers and ensuring high level of customer satisfaction.
  + Identify areas of improvement to the processin orderto facilitate continuous improvement.
  + Answer all queries promptly,accurately and deliver great service to the customers.
  + Excellent communication skills, both written and verbal.
  + An ability to build rapport and trust quickly to work with colleagues.
  + Able to prioritize tasks and workloads in order of importance.
  + Track record of delivering results with deadlines.
  + Managing South Asia order Management business for Asia Pacific Japan.
  + Handling different regions for south Asia countries,
  + I.e.:-India,Malaysia,Singapore,Pakistan,Bangladesh, Srilanka,Indonesia,Vietnam,Korea,Philippines,China, Hong Kong, Australia & New Zealand.

**ACHIEVEMENTS**:

Participated in the event of college fest

**SURGE.**

Active participant in annual function UTKARSH as an Organizer.

Participated in the management fest of MS RAMMAIH College.

One month certified Body Language Course.

Active participation in Cultural activities held at ACCENTURE.

**PROFILE**:

**Name:** DEVANGIRBHANDARI

**Date of Birth**: 17/11/1991 **Marital Status**: Single **Nationality** : Indian **Religion**: Hindu (Jain)

**LanguageKnown**:English,Hindi&

Kannada.

I hereby state that the above information furnished is true and correct to the best of my knowledge and belief.

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