**Curriculum Vitae**

SUSHMA. S

Mobile no: 9591680642

Email ID: [sushmasrishantha@gmail.com](mailto:sushmasrishantha@gmail.com)

**CAREER OBJECTIVE:**

To build a career in a progressive organization that gives me a scope to apply my knowledge and technical skills and to work dynamically for the growth of the organization.

**EDUCATIONAL BACKGROUND:**

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| --- | --- |
| M.com graduate from RBANM’S First Grade College Bangalore in year 2014-2016 | 72% |
| B.com graduate from Government First Grade college Bangarpet in year 2011-2014 | 76% |
| PUC from Government Girls P U College Bangarpet in year 2009-2011 | 85% |
| Santosh Educational Institution Bangarpet in Year 2009 | 75% |

**UTC AEROSPACE SYSTEMS INDIA PVT LTD**

Designation: Financial Executive

* I have 5 years of experience in Accounts Payable department at Collins Aerospace as a Finance Assistant from 2018 JAN to FEB 2023.
* Efficiently Process Vendor Invoices (PO and NONPO) in SAP and Maintain up-to-date system and Allocating work to the Team members.
* Processing of Local bills with Tax & TDS and also processing Import bills.
* Timely resolution of invoices which have a price and quantity deviations and follow-ups including debit balances.
* Performing Vendor Reconciliation and updating the status to Suppliers and Educating the supplier on missing or inaccurate information on invoices.
* Oversight of Goods Receipt / Invoice Receipt and timely clearing.
* Working on payment proposal file and confirming to the bank.
* Working on Payment Blocks to Clear the Payments by taking approval from the Authorized managers.
* Working on ORM report for clearing open Advance payments in SAP as well as IDPMS report.
* Reconciliation of AP Trade with IDPMS.
* Reconcile the processed work by the team verifying entries and comparing system reports.

**KEY SKILLS:**

* Good communication, planning, and problem solving skills.
* Quick learner with ability to work in a team environment.
* Easily accustom to new environments in which I may work.
* Positive thinking and self-control.
* Dedication and determination.
* Good communication.

**OTHER SKILLS:**

* SAP Finance module
* DFM & EOSOFT
* MS Office.
* Tally version ERP 9.
* Typing junior.

**HOBBIES:**

* Playing games (Throw ball , Badminton)
* Listening to music

**PROJECTS:**

**A STUDY ON COST ANALYSIS AND BUDGETARY CONTROL.**

Project title: A Study on “cost analysis and budgetary control" at Karnataka handloom development cooperation ltd”.

The research on the following subjects:

* To study the standard rates determined for the production and framing standards to material cost and the actual cost incurred.
* To know why there is discrepancy, the reasons for variation.
* With four year balance sheet as base I prepared a report on the basis of averages for cost sheet and ratio analysis for budgeting
* The impact of variable and fixed cost on the profit of the company.
* The detailed plan of action for a business over a period of time.

**PERSONAL DETAILS:**

Full Name : Sushma S

Date of Birth : 26 October 1992

Gender : Female

Marital Status : Married

Nationality : Indian

Address : # 1016 / D 17th E cross Indiranagar 2nd stage Bangalore 560038

Languages : English, Kannada, Hindi, Telugu and Tamil

**DECLARATION**

I hereby declare the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore (Sushma. S)