**RESUME**

Geeta Sangan

405, Srinivasa Nilaya, 5th cross road,

Tata Nagar, Bengaluru – 560092

Mobile – 9008576163

Email id - [sangan.geeta@gmail.com](mailto:sangan.geeta@gmail.com)

**Career Objective:**

To pursue a challenging and motivating career that will utilize and strengthen the skill that I possess and to be a part of successful team of individuals who thrive on challenges, where in my skill and ability will enhance the company’s success and thereby own growth.

**Academic Record:**

* Completed MBA from Appa Institute of Engg and Technology Dept of MBA(VTU), Gulbarga
* “Super specialisation in Finance and Human Resource (VTU)”
* B.Sc from S.B College of Science, Gulbarga, Karnataka

**Skills**

* Pursuing SAP FICO
* Tally and ERP
* Diploma in Computer Application

**Project:**

* Worked as trainee in Rajashree cement Unit, Sedam, Gulbarga District - project report for 2 Months on “Study on receivable management”.

**Work Experience:**

**The Srinath Collective.**

December 2022 – Currently working.

**Designation: Payment Reconciliation**

* To uncover errors and unauthorized transactions
* To get paid on time.
* To maintain the accuracy of business’ financial records
* Bank account reconciliation
* Credit/debit card reconciliation
* Digital wallet reconciliation
* Real-time automatic payment reconciliation
* Loss of accuracy in reconciling payments from multiple accounts
* Fraudulent payments
* Delays in payments to suppliers and vendors
* Affected cash flow management process.
* Vendor Payment via NEFT

**Coburg Engineering Services Pvt Ltd, Bengaluru, KA – 560092**

**Designation: Account payable and receivable.**

Sep 2021 – November 2022.

* Responsible for checking each invoice for accuracy and maintaining invoicing log.
* Worked closely with warehousing staff to make sure that orders were shipped on time and accurately.
* Responsible for maintaining invoicing log and reviewing weekly aging reports.
* Worked closely with accounting group to set up new clients and approve credit terms.
* Assisted in developing more efficient ways to invoice customers who require shipping to several locations.
* Responsible for generating monthly invoices to clients with credit terms.
* Assisted in maintaining aging report and developing monthly aging report for accounts receivables.

**Personal Profile:**

Name : Geeta Sangan

DOB : 20-10-1991

Sex : Female

Marital Status: Single

Permanent Address:

D/O, Sahebgouda Sangan Patil

At post – Kardal, Tq – Chittapur,

Dist – Kalburgi, 585221

Email id: sangan.geeta@gmail.com

Cell no: +91 9008576163

Languages Known: English, Hindi, Kannada

Strength: Self-confidence, Patient listening, Quick learner

Hobbies: Travelling, Making friends and surfing-internet

**Declaration**:

I hereby declare that the above information is rue to the best of my knowledge and belief.

Place: Bengaluru

Geeta Sangan