



## RADHIKA KP

### Finance & Accounts Professional

An ardent analyst with expertise in strengthening companies to lead in highly competitive situations, aiming for senior level assignments in **Accounts & Finance / Accounts Receivable & Payable / Auditing** with an organisation of high repute



Phone: +91 9884009503



E mail: radhika123.unni@gmail.com

## Key Impact Areas



Finalization of Accounts  
Reconciliation (Inter Companies,  
Banks, Debtors and Creditors)  
Budgeting, Forecasting, Variance  
Analysis  
Accounts Receivable & Payable  
Financial Statement, Ratio  
Analysis  
Statutory Compliance / AP & AR  
Liaison & Coordination  
Team Building & Leadership

## Key Skills

Communicator  
Collaborator  
Intuitive  
Innovator  
Leader  
Motivator  
Analytical  
Team Builder



## Executive Profile

- A result-oriented professional with **over 6 years** of experience in managing Accounts & Finance, Auditing, Accounts Receivables & Payables and Team Management
- Gained exposure in monitoring preparation of statutory books of accounts, bank reconciliation, party reconciliation and consolidated reports in compliance with time & accuracy norms
- Developed strong exposure in managing payables & receivables including preparation of journal voucher & payment vouchers, intercompany transactions and bank reconciliation statements monthly
- Skilled in developing, analyzing & executing budgets and conducting variance analysis
- Expertise in managing fixed assets, bad debts provisions, banking & cash transactions, audits, and statutory compliance matters
- Experienced in documenting financial statements including trial balance, profit & loss a/c, age-wise accounts payables and receivables statements and balance sheets
- Utilizes keen analysis, insights & team approach to drive organizational improvements & implementation of best practices
- Superior interpersonal skills, capable of resolving multiple / complex issues & motivating staff to peak performance



## Education & Credentials

- MBA (Industry Integrated Programme) in Finance & Marketing from University of Guwahati in 2012



## IT Skills

- Tally 9, MS Office (Word/ Excel/ PowerPoint) and Internet Applications



## Professional Experience

**Period: August 2016 to May 2019**

**Frost & Sullivan India Private Limited, Chennai as Senior Executive (Finance)**

- Ensuring timely realization of debtors and monitored payments made to vendors; tracking accounts receivable / payable accruals and conducting reconciliation of accounts receivable / trial balance to the general ledger
- Preparing payment voucher, credit & debit voucher, prepaid / accrual entries.
- Supervising day-to-day transactions - accounting of various expense related invoices in Solomon before month end closing, vendor reconciliation and vendor data maintenance.
- Payroll processing.
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger
- Evaluating intercompany reconciliations & expense schedules for closure (including open, unusual and aged items)
- Interfacing with:
  - Statutory & Internal Auditors for the completion of Audit
  - Tracking inflow & outflow of funds; managing bank reconciliation activities;
  - Performing reconciliation of fixed assets account balance with physically verified units on quarterly basis; resolving issues in case of discrepancy if any and consolidated report for management review

**Period: July 2015 to August 2016**

**Crown Solutions India Private Limited, Chennai as Senior Executive (Finance)**

- Monthly invoicing for various clients and AR management.
- Coordination with the clients to sort out the invoice corrections & payment related issues.
- Incorporating all the transactions (ST,TDS,BRS,ESI,PF,Cash etc) in the ERP software Tally 9.
- Monthly Debtor's ageing preparation & daily follow up with clients for the payments.
- Bank Reconciliation Statement Preparation.
- Monthly payout process for the contract employees (3rd Party employees).
- Coordination with auditors to complete the audit requirements.

**Period: June 2012 to June 2015**

**Royal Bank Of Scotland, Chennai as Process Associate (Finance)**

- Discounting of draft or bill of exchange.
- Negotiation of export LC and financing for the corporate clients.
- Export LC bill booking and import LC bill booking for corporate clients.
- Preparation of post financing advise for the clients.
- Reimbursement draft discounting by honoring claims and Tracing of acceptance/refusal and payment.
- Reimbursement authorization logging and reimbursement authorization amendment of claiming bank.
- Liability blocking of claiming bank before reimbursement draft discounting.
- Requesting the receiver to honor claims for reimbursement of payments or negotiations under a letter of credit by sending swift claim or mail claim.
- Advises of discrepancies and requests authorization to honor documents presented that are not in accordance with the terms and conditions of the letter of credit



## Selected Achievements

- Finalized books of accounts with zero error tolerance
- Played a key role in streamlining procedures to arrive at greater efficiency in workflow and deliverables
- Established receivable controls & procedures that improved timeliness and accuracy of transactions
- Reviewed, investigated, and corrected errors & inconsistencies in financial entries and documents that led to transparency in reporting to stakeholders
- Provided information on financial status by preparing special reports such as Budgeting, Fund Requirement Statement and Agewise Vendor Analysis
- Managing day-to-day daily accounting transactions, bank and cash books along with closing of accounts monthly and yearly (AR and AP)



## Personal Details

**Date of Birth:** 11<sup>th</sup> August 1990

**Languages Known:** English, Malayalam, Tamil and Hindi

**Present Address:** Flat No. 406, D Block, Confident Sirius 3, Menamkulam, Kazhakutom, Trivandram– 695582, Kerala

**Permanent Address:** Odiyil Vadakkathil, Valiyapadam, Vilanthara PO, Kollam – 690521, Kerala