

CIRCULLUM VITAE

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No 7, 16th cross
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OBJECTIVE

Seeking an exciting professional career in **FINANCE** utilizing my skills and abilities in a dynamically evolving industry that offers professional growth as well, while being resourceful, innovative and flexible.

SKILL SET

➤ **Microsoft Tools** : MS Excel, PowerPoint, Word, Outlook

SKILLS & ACCOMPLISHMENT

- Show initiative drive.
- Leadership, comprehensive problem solving and decision making abilities.
- Good at planning & controlling.
- Quick learner and a good team member.
- Hardworking abilities to produce the best results within a specified time.

EDUCATION

- Completed **Master of Commerce** from Kuvempu University
- Completed **Bachelors of Commerce** from B.E.L First Grade college
- Completed PUC in Commerce from Siddhartha P.U college
- Completed SSLC from Sun Shine English High School

PROFESSIONAL EXPERIENCE

Employment # 1:- Accenture Financial Services Pvt Ltd, Bangalore, India

Position: Senior Process Associate

May 28 2012 To till September 19th 2015

EXPERTISE SUMMARY

- Excellent analytical, troubleshooting and inter-personal skills with proven ability.
- Cross skilled in other process.
- Major applications used are MSS, Citrix, SAP and Oracle9i.

JOB RESPONSIBILITIES

As Part of the Invoice processing Team:

- Handling the Accounts related to the US Counterparts.
- Handling the complete process related to Order to Cash (O2C).
- Performing Quality Check.
- Entering and updating the Invoices and Orders from the Clients.
- Preparing daily report and provide the status of process to the management.
- Updating of work status and Dashboard

As Part of the Query Team:

- Handling on queries from the suppliers/business/internal queries.

Employment # 2 Concentrix Pvt Ltd , Bangalore, India

Position: Senior Practitioner –F&A (Corporate Banking) Nov 29 2015 To till Aug 04th 2016

JOB RESPONSIBILITIES

- ☐ Apply company policies and procedures required to process request.
- ☐ Weekly reports, SLA Reports, Daily and Monthly Dashboards,
- ☐ Maintenance of Process time sheet, Daily Processed Consolidations.
- ☐ Maintain downtime and Quality for the Team.
- ☐ Point of contact for Client application issue.
- ☐ Resolving and maintaining daily FAQ's.

PERSONAL DETAILS

Husband Name : Santhosh Kumar.A
D.O.B : 27/12/1988
Gender : Female
Religion : Hindu
Nationality : Indian
Languages Known: Kannada, Tamil & English.
Hobbies : Dancing, Cooking.

DECLARATION

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

(Hemavathi.M)

Date:

Place: