#855, 11th Cross, 35th Main Road, J.P. Nagar 1st Phase Bangalore – 560 078

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**KAVYA HEGDE**



**Result-oriented dynamic professional with over 3.6 years’ experience in Accounts Payable ~TDS~ Service Tax~ Bank Reconciliation, Auditing ~ MS Office ~ MIS Reporting ~ Day- to-day accounting~ C-Form & F-Form~ Posting the journal~ Petty Cash**

***Careers Objective:***

* *To contribute my potential immensely to the concerned professional and grow along with it.*
* *To work in a challenging and stimulating environment with opportunity to use my current experience and to enrich my knowledge and enhance my experience. To contribute towards the achievement of organizational objective by applying my professional skills.*

***Employment:***

Currently working at **Cipla Limited** as **Account Executive**

Jun 2013 to Present (1 year - 8 months)

**VARDHAMAN HEALTH SPECIALITIES PVT LTD** As an **internal Auditor and Accountant.**

Aug 2011 to Jun 2013 (1 year - 10 months)

***Education:***

**Bachelor of commerce**

Year- 2009 – 2011, Percentage of Marks – 81.49% M.E.S College Sirsi, Karnataka University, Dharwad.

**PUC- II (commerce)**

Year- 2007 – 2008, Percentage of Marks – 79% Shri Marikamba Govt PU College, Sirsi.-Karnataka

***Additional Qualification:***

* Very familiar working experience with MS Office 2013.
* Computer Education as a part of graduation and also by own effort and practice.
* Certified course in TALLY 9.0 from Y.S.E.S.
* Participated and Successfully completed three camps conducted by Vidyaposhak, includes Creativity,

Team work, Analytical Skill, Interpersonal relationship, Emotional management, Leadership etc.

***Key Deliverables:***

* Bank Reconciliation on weekly basis.
* Posting the entries- Payment/Receipt/JV
* Vendor Reconciliation on Quarterly basis & Collect no Due Certificate from Vendor
* Co-ordinate with all branches for daily pending entries of branches.
* Daily maintain Sales and cash report of all branches.
* Making Receipt and Payment Entries ~ Cheque uploading through online.
* Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
* Month end & year end provisions.
* Make entries of the financial transactions of the organization and get them checked from seniors
* File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes.
* Efficiently managed every accounting tasks handled over by team supervisors and completed tasks to satisfaction
* Monthly Prepare F-Form & quaterly prepare C-Form ~ Prepare Monthly stock Statement submit to Bank.
* Managed the accurate and timely processing & Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
* Facilitated "no-fault" internal and external audits as a result of sound recordkeeping and thorough documentation
* Maintain Cheque log Books & Cheque inventory Book
* Maintain Cancelled cheque invetory & Documentation
* Maintain fund monitor for funding purpose
* Ensured input and timely payment of all vendor invoices.
* Process and audit of Employee Expense reports
* Responsible for weekly check run and positive pay transmission.
* Resolves collection and invoice discrepancy matters.
* Assisted in Month End Closing and Year end close.
* Work closely with Auditors during bank and yearly audit.
* Rectified escalated accounts payable issues from employees and vendors.
* Suggested process improvements to secure prompt and regular receipts for the organization.
* Verified details of transactions, including funds received and total account balances.
* Setup and maintenance of vendor database.
* Process and fulfill check requests and wire transfers.
* Setup and maintenance of vendor filing system.Daily interaction with vendors.
* Coordinated approval processes of all accounts payable invoices.
* Coded the general ledger and processed vendor invoice payments.
* Researched and resolved billing and invoice problems.
* Processing invoices from various locations for payment.
* Providing Accountants with assistance when required.
* Contacting banks regarding any financial queries.
* Processing a high volume invoices. ~ Processing daily cash receipts.
* Handling all telephone inquiries relating to accounts payable issues.
* Corresponding with vendors and respond to inquiries.
* Documenting all accounts payable transactions.
* Compiling management reports and assisting with audits.
* Collecting all invoices and obtaining approval for payment.
* Completing accounts payable.~ Expense report auditing.
* Creating historical records by scanning documents.
* Maintaining vendor files.Raising and tracking invoices.
* Checking the filing of invoices.
* Checking the accuracy of figures and calculations.
* Recording all cash activity on a daily basis.
* Chasing up outstanding customer accounts.
* Providing support documentation for audits.
* Matching cheques to corresponding invoices...
* Creating historical records by scanning documents.
* MIS Reporting to Manager
* Prepare data for issuing TDS Cerificate
* Varifying TDS Certificates & issuing to Vendors
* Prepare data for RCM on montly basis

***OTHER SKILLS:***

* Good data analysis skills, Ability to prioritize and Focused on service delivery.
* Good data management and Good problem solving skills.
* Analytical & critical thinking, Compliance and Detail and accuracy focused.
* Deadline oriented , Ability to multi-task and Good communicator and able to work as a team
* Ability to work independently on multiple activities, showing appropriate level of prioritizations and escalation skills.