**First Name of Application CV No:** **1652412**

Whatsapp Mobile: +971504753686



**CAREER OBJECTIVE**

To become an effective resource in an organization seeking career growth in field of accounts, finance, administration.

**EXPERIENCE SUMMARY**

* 3 Years and 6 months of experience in KPO Accounts Payable process.
* 2 Years 4 months of experience in accounts field in Education Institutions.

**Senior Process Associate - 07/2012 – 27/01/2016**

**Cross domain Solutions Private Ltd. KPO India**

* Periodical Reports of Completed & Pending clients
* Reconciliation process to payments
* Meeting deadlines of CSR’s with 100% of quality
* Preparation and Maintenance of Projects
* Working on MS Office and Outlook, Search Engine
* Working on tool as well as manual handling reports
* Implementing new ideas to the process for easy go
* Correspondence to all (Accounts, Customer) and Maintaining daily clarifications
* Correspondence through mail & oral communication with CSR’s

**Accountant / Account Executive - 08/2009 to 03/2012**

**Global Institute for Corporate Education & Pinnacle Educational Trust India**

* Maintaining daily cash books &Preparing Vouchers
* Preparing Salary of the Staffs & Salary Voucher
* Periodical Reports of Creditors and Debtors
* Preparation and Maintenance of Ledger Accounts
* Working on MS Office and Outlook, Search Engine
* Working on tool as well as manual handling reports
* Verifying regular bank entries and maintaining bank accounts of various banks
* Monthly Bank Reconciliation Statement
* Preparing Purchase Orders and Delivery Challan’s

**ACADEMIC QUALIFICATION**

* **MBA Finance** - 2011

Kuvempu University Shimoga, Karnataka

* **Bachelor of Commerce** -2009

VidyaVardhakaSangha First Grade College for Women Bangalore, Karnataka

**TECHNICAL SKILLS / COMPUTER PROFICIENCY**

* Programming Languages : Tally ERP
* Operating Systems : Windows XP, Windows 7, Linux.
* Tool Kit : MS Office, Adobe Photoshop, Adobe Flash.

**PERSONAL TRAITS**

* Can work efficiently in a group as well as an individual.
* Very eager to learn new things and to work.
* Easily adaptable to situations.
* Coordination with team to provide good quality of service.
* Dedication and hard work towards achievement the goals and Self-motivated.
* Areas of Interest are Accounts, Finance Administration Management, HR, Customer care.

**PERSONAL TRAITS**

Date of Birth : 20th March 1989

Marital Status : Single

Nationality : Indian

**Languages Known**: English, Hindi, and Kannada.