**SUMANTHA.362680@2freemail.com**

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| **SUMANTHA** | **C:\Users\sumantha.p\Desktop\ADMINISTRATION\KPI Performance evaluation\Sum Pic.JPG** |

**Career Objective:**

 To be a part of professional organization, where I can acquire a position in a progressive & skillful environment to hone my aptitude & grow professionally to fulfill my future career aspirations growing within the company. Seeking a progressive career with an organization where, the combination of my knowledge and creative thinking will contribute in the organizations achievement and my growth.

**Professional Strengths:**

1. Managing situations diplomatically and quickly solving the problems.
2. Good Team Facilitator, exhibiting a proactive approach to problem solving and expert in working towards the achievement of goals of the organization.
3. Highly positive approach towards the job, with ability to perform well, under tremendous work pressure.
4. Expertise in working with computerized tools and in using the internet for search and promotion.
5. Positive attitude towards working environment and adjust with any kind of situations.

**Academics:**

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| **EDUCATIONAL QUALIFICATION** | **SPECIALISATION** | **BOARD/UNIVERSITY** |  |  | **YEAR OF PASSING** |
| S.S.L.C. | GENERAL | POMPEI JR. COLLEGE |  |  | MARCH 1998 |
| P.U.C. | COMMERCE | S.D.P.T.P.U.C |  |  | APRIL 2000 |
| B.COM | COMMERCE | S.D.P.T.F.G.C |  |  | APRIL 2004 |

**Computer Knowledge:**

* Worked in Oracle ERP System, MS Word, Excel, Office E-mail and Internet.

**Additional Qualities:**

1. Successfully completed Fire and Safety Induction from British Industrial Inspection Services LLC.
2. College Level – 3times attended 10days personality development training camp through NSS.
3. State Level - Once attended 25 days personality development training camp through NSS - Camp held only for selected qualified students.
4. Undergone 1 month training for Personality Development and Professional Skills from “Personal Network” (Recognized recruitment agency for IBM, Infosys and other dominant MNCs in Bangalore, India).
5. Independently organized programs for college cultural activity and society level.

**Work experiences:**

Working in **Hi Tech Concrete Products LLC (Part of Royal Group - Abu Dhabi)** as **Documents Controller cum Junior Accountant** since June 2015.

**Job Profile:**

* **Accounts Receivable:**
1. Generation, printing and preparation of customer invoices from ERP - Oracle System. Arranging them to reach customer places with proper acknowledgements.
2. Recording Invoices Receiving Acknowledgement from clients for future reference.
3. Exclusively handling Inter Company Invoices with full responsibility.
4. Checking the Receipt Entry in Oracle System done by AR Accountant and rectifying the errors by applying proper receipt number.
5. Receiving cash and cheques from various sources of income and issuing proper receipt and documents for the collection of payment.
6. Arranging the received payments for bank deposition within TAT.
7. Applying the booked invoices in ERP Oracle system with relevant payment receipt entries.
* **Accounts Payable:**
1. Maintaining payable cheques data and releasing cheques with relevant formality.
2. Issuing cheques and collecting relevant documents for future formality.
3. Maintaining the full detail of Man Power Supply and Transport Supply invoices.
4. Preparing Man Power Supply and Transport Supply expenses provision for the monthly budgeting.
5. Following up suppliers for the submission of appropriate documents and SOA for the smooth functioning of payment process.
* **Projects:**
1. Complete responsible for the maintenance of project related data and files.
2. Drafting letter to Clients and Bankers for project related developments.
3. Maintaining all projects payment data and following payments on PC Dues.
4. Submitting all project development reports to Departmental Head and Project Managers.
5. Booking Project Invoices in ERP Oracle System as per Certified PCs by client.
6. Co-ordinate with Project Managers and Project Engineers for the project updates.
7. Handling Project LC documents and arranging relevant documents for the payment collection process.
8. Applying the booked project invoices in ERP Oracle system with relevant payment receipt entries.
* **LC Documents Handling (Accounts Receivable):**
1. Go through the LC documents and understanding the conditions for the payment receiving process.
2. Preparation of documents like Proforma Invoices, Commercial Invoices and Delivery Notes as per LC Condition.
3. Arranging the LC documents to obtaining proper signatures from authorized signatories of Beneficiary Company and Applicant Company.
4. Drafting Exchange Letter to banker for the collection of payment and for the discounting on required situations.
5. Follow up LC Payments and LC validity conditions, drafting letter to clients for the extension of LC validity on required situation.
6. Updating the LC details to Departmental Head and concerned departments for the smooth functioning of payment receiving process.
* **Documents Controlling:**
1. Complete responsible for inward and outward documents of Accounts Dept.
2. Checking the details of inward documents, accepting and documenting in proper section files or handover to the concerned department for further process.
3. Maintaining record of all the inward, outward documents and providing them on required situation to the concerned Dept.
4. Obtaining proper approval from concerned departmental heads and arranging documents for GM approval after Head Office and MD Approval.
5. Drafting Letters for Bank, Inter Company, Supplier, Customer and project related in appropriate manner.
6. Arranging documents and all departmental data for Audit purpose and filing them for the smooth Audit process.
7. Done Inter Company reconciliation for Audit process of financial year 2015-16 & 2016-17.
* **Accounts Store:**
1. Complete responsible for the maintaining of Accounts Dept. Store.
2. Maintaining the store documents appropriate time wise.
3. Shifting the old files to ‘Old Files Store’ for maintaining storage capacity for the current files.

Worked in **Kanchana Automobiles Pvt. Ltd. (Authorized Hyundai Car Dealer of Mangalore)** as **Finance Manager for Car Loans,** From June 2012 to June 2015. Initially joined as Finance co-ordinator and promoted as finance Manager in April 2014.

**Finance Manager Job Profile:**

1. Responsible for the Financial Affairs of 4branches of the company.
2. Training the newly recruited Finance Co-ordinators.
3. Collecting finance process data from 4branches on daily basis.
4. Solving the finance issues of the 4branches.
5. Working between the sales team and the financier to make the sales process functioning smoothly.
6. Helping the Finance Co-ordinators for the smooth functioning of the loan process.
7. Supervising the loan process.
8. Updating the loan process development to the sales manager and the customer.
9. Supervising the submission the Post Disbursal Documents to the financier.
10. Supervising the claims of payout from the banks/ finances.
11. Reporting Monthly Finance Report to AGM and MD on monthly meeting.
12. Submitting monthly sales report to the bank and finance.
13. Attending monthly meeting with AGM and MD to discuss the funding affairs and decision taking of business growth.

**Finance Co-ordinator Job Profile:**

1. Working between sales executives and bank to make the sales process functioning smoothly.
2. Visiting customer place along with sales executive while going for test drive.
3. Giving appropriate loan scheme to customer by checking document.
4. Collecting customer document and filing application of appropriate bank for the loan process.
5. Disbursement of loan application after the approval.
6. Submitting the Tax Invoice copy and Insurance copy to the bank/ finance.
7. Claiming payout from the bank/ finance.
8. Reporting Monthly Finance Report to AGM and MD on monthly meeting.
9. Submitting monthly sales report to the bank and finance.

Worked in **Mahindra & Mahindra Financial Services Ltd.** as **Customer Manager** from Oct. 2009 to May 2012.

**Job Profile:**

1. Visiting the Car dealers in Mangalore.
2. Getting customer detail who has visited show room for new or used vehicles.
3. Visiting the customer place and explaining the loan schemes to customers.
4. Spot sanctioning of loan based on the discussion with customer.
5. Collecting the supportive documents and put them for DO process.
6. Disbursing loan agreement in time of approval.
7. Maintaining a good relationship with the customer after disbursal of loan.
8. Issuing repayment schedule to customer for the repayment of loan.
9. Reporting the daily sales reports to the branch manager.
10. Collecting business data from Car Dealers on monthly basis.

Worked as a **Sales Co-ordinator** in **ICICI Bank Ltd.** Car Loans Dept. from March 06 to Sept. 09

**Job Profile**:

1. Working between sales and credit process team, and make the work flow smooth and fast.
2. Maintaining the TAT between login and disbursal of loan.
3. Visiting Car Dealers once in a week, conducting meeting with the sales managers and solving the issues with the bank.
4. Reporting the daily sales report to the sales manager.
5. Submitting monthly sales report to the sales manager and ASM.
6. Preparing salary details of sales executives after month end.
7. Preparing incentive chart and submitting the same to the sales manager.
8. Collecting the sales details from all the car dealers and submit the same to the head office.
9. Train the newly recruited sales executives about the company and financial schemes.
10. Conducting monthly meeting to educate the executives about the new funding policies of the bank.
11. Recruiting Direct Sales Agencies to promote the sales business of the bank.
* Had awarded “**The Best Sales Team in all over India**” for maintaining clean rapo of business without Sales Manager.

Worked as **Sales Executive** in **ICICI BANK LTD** Personal Loans Dept.from Aug.04 to Feb 06.

**Job Profile:**

1. Visiting the branches of ICICI Bank in Mangalore.
2. Get the details of customers who have approached for personal loan.
3. Visiting the customer place and explaining the loan schemes to customers.
4. Collecting the supportive documents from customer and put them for loan process.
5. Disbursing loan agreement in time of approval.
6. Maintaining a good relationship with the customer after disbursal of loan. Regarding the loan repayment.
7. Issuing repayment schedule to customer for the repayment of loan.
8. Reporting the daily sales reports to the sales manager.
9. Attending the weekly sales meeting held by sales manager.
10. Reporting monthly report to branch manager and sales manager.

**Part-time job experience:**

1. Worked as instructor in Open University School (State Govt. of Karnataka) for 4 years.

(Sub.: Business Studies, Accountancy and Home Science. Classes held once in every Sunday.)

**Personal Details:**

 D.O.B. : 01-May-1983

 Languages known : English, Hindi, Kannada & Tulu

 Marital status : Married

 Interests : Surfing, Watching TV and Visiting new places

**Declaration:**

I hereby declare that all the above-furnished information are true and correct to the best of my knowledge.