**CURRICULUM VITAE**

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| **Vara** |  |  |  |  |  |  |
| [Email Id: vara.392304@2freemail.com](mailto:Email%20Id:%20%20vara.392304@2freemail.com) | | | |  |  |
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**OBJECTIVES:**

**To Work with an organization, offering a responsible challenging, creative working Profile so as to prove my skills in my discipline.**

**CURRENT STATUS:**

**Currently residing at Sharjah with Visit visa upto the validity of 02nd September 2019.**

**EDUCATIONAL QUALIFICATION:**

* **SSLC - Karnataka Secondary Educational Board**
* **PUC - Pre University Bangalore**

**COMPUTER SKILLS:**

* **Basic Computer Applications**
* **With advanced Micro Soft Excel (Formulas, V-lookup, H-Lookup, Pivot, etc..,), MS Word, PPT (Basic).**

**WORK EXPERIENCE:**

* **Worked as Tele caller in M/S Angel broking stock marketing company in Bangalore from April 2010 to April 2011.**
* **Worked as a Customer service representative in M/S Ten on Ten Education Pvt Ltd Bangalore from April 2011 to May 2012.**
* **Worked as receptionist cum asst accountant in M/S GIFT fertility Center Bangalore from May 2012 to July 2013.**
* **Worked as Sr. Executive Finances and Office Administration with M/S Fiesta Car Rentals & Logistics Pvt Ltd Bangalore from July 2013 to March 2019.**
* **Worked as Part Time receptionist at Apple Baby Clinic from April 2010 to January 2018**

**Rolls & Responsibility of Current organization (Fiesta Car Rentals)**

* **One point of contact for all Bills receivables.**
  + **Posts customer payments by recording cash, cheques, and credit card transactions.**
  + **Updates receivables by totaling unpaid invoices.**
  + **Maintains records by microfilming invoices, debits, and credits.**
  + **Verifies validity of account discrepancies by obtaining and investigating information from sales.**
  + **Resolves valid or authorized deductions by entering adjusting entries.**
  + **Resolves invalid or unauthorized deductions by following pending deductions procedures.**
  + **Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with clients processing invoices for payments.**
  + **Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.**
  + **Protects organization's value by keeping information confidential.**
  + **Accomplishes accounting and organization mission by completing related results as needed.**
* **One point of contact for all Bills payables.**
  + **Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.**
  + **Reconciling processed work by verifying entries and comparing system reports to balances**
  + **Maintaining historical records**
  + **Paying employees by verifying expense reports and preparing pay checks**
  + **Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance**
  + **Preparing analyses of accounts and producing monthly reports**
  + **Continuing to improve the payment process**
* **One point of contact for all vendor managements** 
  + **As it’s a transport industry and our major expense if releasing payments to our drivers.**
  + **Ensure to cross his duties performed and billed to clients and arrange to release vendor payment on time.**
  + **Cross verify the vendor’s records like fuel advance and all other advances to be recovered before releasing his payment.**
* **One point of contact for all office administration and HR Assistances** 
  + **Maintaining current HR files and databases**
  + **Updating and maintaining employee benefits, employment status, and similar records**
  + **Maintaining records related to grievances, performance reviews, and disciplinary actions**
  + **Performing file audits to ensure that all required employee documentation is collected and maintained**
  + **Performing payroll/benefit-related reconciliations**
  + **Performing payroll and benefits audits and recommending any correction action**
  + **Completing termination paperwork and assisting with exist interviews**
  + **Salary processing based on Punch Record and attendance copies.**
* **Currently handling as one point of all MIS of our Major clients like M/S SONY, SYMANTEC, HUAWEI, HEXAWEAR, FIDELITY INFORMATION SERVICE, GROUPON. Etc,**
  + **One point of contact towards any billing clarification.**
  + **Ensure to collect agreements from new clients, and renewal of existing client’s agreements once it is expired.**
  + **Follow ups for payments.**
  + **Ensure to clear all queries raised by clients to process our invoices.**
  + **Updating the received payments in finance database and provide accurate outstanding data to the management.**
* **All other day to day activities.**
  + **Taking care of day to day office expenses.**
  + **Petty cash handling.**
  + **Attendance data base maintenance.**
  + **Coordinating with employees to their queries.**
  + **Housekeeping supervision.**
  + **Front Office maintenance.**

**SKILLS**

* **To work with self confidence**
* **Ability to generate team spirit in a group and work with harmony**
* **A consulting approach to problem solving**
* **Vendor Management**
* **Procurement co-ordination**
* **Fast learner and Pro active team player.**

**HOBBIES:**

* **Reading books**
* **Listening Music**

**PERSONAL PROFILE**

**Name : VARA**

**Date Of Birth : 03/02/1993**

**Gender : Female**

**Nationality : Indian**

**Marital Status : Married**

**Languages known**

* **Read, Write, Speak : English, Tamil, Kannada,**
* **Speak : Telugu**
* **Understand : Malayalam & Hindi**

**DECLARATION**

**The above mentioned information is true and correct to the best of my knowledge and belief.**

**Thanking You,**

**Date: Yours Faithfully,**

**Place: (VARA)**