

❖ **ERP software: SAP**

- ❖ **Efficiently manage** the overall daily operations of 5 Associates in ways consistent with strategic goals and performance targets directly related to clearing GL account and monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, JV quality check, clearing SAP & Customer Relationship management.
- ❖ **Designed, Developed and successfully implemented** a new Journal Entry Template (JE template) in MS Excel to easily post the journals in to SAP (In absence of a standard template) with Client approval and appreciation, resulting in time savings of 80% for each posting.
- ❖ **Designed, Developed and successfully implemented** an Excel template to allocate the Invoice amount in to different cost centres for cost allocation purpose; resulting in time savings of 80% for each cost allocation.
- ❖ **Won ACS “Eagle” Award** for exceptional performance in Line of Business. This award is given to individual employees who have not only exceeded expectations in their area of work, during a particular month, but have also taken extra initiative/s in that month.
- ❖ **Won ACS “Eagle Squad” Award** in recognition of excellent team spirit resulting in exemplary contribution towards the Business and the Organization at large.
- ❖ Received **Service Excellence award** from the Director on May-2013(Once in a year)

XXXXXXXXXXXXX COMPANY Ltd. Bangalore, India

Feb 10 to Oct 10

Relationship Manager

- ❖ **Directly Reported** to Branch Manager.
- ❖ **Product presentation**, marketing and direct sales.
- ❖ **Awarded** “Best Relationship manger July 2010” by the Regional manager

XXXXXXXXXX GROUP, XXXXXXXXXX, Kerala, India

June 07 to Mar 08

Junior Accountant

- ❖ **Directly Reported** to Sr. Accountant for Voucher Entry, Book Keeping. Maintained Accounts up to Finalization. Maintained Purchases, Sales and Stock Register, Prepared Month end statements in Excel.
- ❖ **Appreciated** by clients for excellent technical and deep diagnostic skills.

PROFESSIONAL QUALIFICATIONS

- ❖ MBA (Finance) XXXXX School of Business, Bangalore-Karnataka, India - 2009
- ❖ Bachelor of Commerce, XXXXX College, XXXXX University, India - 2007

PROFESSIONAL TRAININGS ATTENDED

- ❖ New Hire Orientation program by ACS - Business & Email etiquette, Excel intermediate, Time Management, Call Handling & Analytical Skills, Excel VBA, Learn-2-Lead, Six Sigma.

References : Available upon request