

**Meghana M M**  
**Finance Executive**  
**Experience: 2 Years**

**Contact Details:**  
**meghanamm@1998gmail.com**

**+91 8197489566**

**Personal Details:**

**Father's Name: Manjunath**

**Date of Birth: 11/04/1998**

**Marital Status: Single**

**Nationality: Indian**

**Address: Anugraha Nilaya,  
Ramaswamipalya, Chinnappa  
Garden, Bengaluru –  
560046**

**Languages: Kannada, English,  
Hindi and Tamil**

**Qualification:**

**-Bachelor of Commerce from  
Tunga Mahavidyalaya**

**Hobbies**

**Reading Magazines & articles**

**Playing indoor games**

**Yoga and Meditation**

**CAREER OBJECTIVE**

With my experience, want to leverage company growth and organization that gives me a scope to update my knowledge and skills in accordance with the latest trends, be a part of a dynamic team of the organization, and gain satisfaction there off.

**PROFESSIONAL PROFILE**

- Motivated, well-disciplined individual.
- Strong organizational and time management skills.
- Clear, concise and influential communicator
- Result oriented & Career oriented.
- Teamwork and collaboration.

**PROFESSIONAL PROFILE**

- Executive-Finance & Accounts from Dec-2020 to till date at IndusViva Health Science Pvt. Ltd (Multi-Level Marketing)
- Senior Executive- Customer service from May-2019 to April 2020 at Nandana Foods Pvt. Ltd (Hotels, campaign sites and other provision of short stay accommodation)

**COMPUTER LITERACY**

- Basics and M S Office,
- Knowledge about Windows Operating System
- Extensive SAP- Module specific
- ERP Systems – SAP-Basics
- Basics in SAP Financial Accounting

**AREA OF INTERESTS**

- Finance & Accounts
- Non-voice Process
- Order Management
- Order to Cash Processing

Category	Work performed
<b>Finance and Accounts</b>	<ul style="list-style-type: none"> <li>- Preparation of TDS working and performing the TDS Reconciliation.</li> <li>- Handling day to day Accounting transactions.</li> <li>- Assisting the team members and handling the critical cases in SAP.</li> <li>- Preparation of Bank Reconciliation Statement on daily basis.</li> <li>- Disbursed petty cash by recording entries and verifying documentation.</li> <li>- Generated financial statements.</li> <li>- Helping clients to filling GST Returns.</li> <li>- Handling Employee Insurance.</li> <li>- Managing all party accounts, billing &amp; also payment Expenses such as cash payments, credit payments, Manage Accounts payable &amp; Receivables.</li> </ul>
<b>Customer care executive</b>	<ul style="list-style-type: none"> <li>- Trained 15 new customer service representatives</li> <li>- Provided proficient customer service 100% of the time</li> <li>- Boosted office organization to improve/expedite customer service by 50%</li> <li>- Implemented a database for customer and product query resolution to ensure consistent customer service delivery and increasing efficiency by 40%</li> </ul>
<b>Other Assignments</b>	<ul style="list-style-type: none"> <li>- Monthly Payroll Management including PF, ESI, PT.</li> <li>- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.</li> </ul>

### DECLARATION:

I consider myself that, I am familiar with Finance, Accounts, Insurance. I'm also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bengaluru

Date:

Meghana M M