**Nagaveni K S**

**# 533, 16th cross, JP nagar**

**Bangalore-560078**

**Email –**[**Nagaveni816@gmail.com**](mailto:Nagaveni816@gmail.com)

**M.No :7337808403**

**Objective**

**To be a part of an organization and use my skills and talent to work hard for creating a Challenging environment, giving a better service and help to attributing for the development of all aspects of the respective organization.**

**Academics Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution** | **Degree Awarded** | **University** | **%Ageof Marks** | **Year Of Passing** |
| **Bapuji Institute of Engineering & Technology, Davangere** | **MBA**  **(Finance and Marketing)** | **VTU Belgum** | **60** | **2019** |
| **S M S college Honnalli** | **B,COM** | **Davangere university** | **62** | **2017** |
| **Thirthalingeswar PU College Bellagutti** | **PUC** | **Karnataka PU Board** | **69** | **2014** |
| **GGHS Belgutti-Malligenhalli** | **SSLC** | **Karnataka State Secondary Education Examination Board** | **57** | **2012** |

**Technical skills/Software Tools**

* **Operating System : Windows*Xp / 7 / 8/10, Linux Mint.***
* **MS office :Outlook,MS office, Word, Excel. Power point.**

**Extra-curricular Activities**

* **Completed Workshop on Indian financial Market in 2018, conducted by KARVY stock broking.**
* **Participated and organized the octagon event in BIET-M Davangere.**
* **Participate in role play, various seminars, group discussion and presentations in our college.**
* **Attend two days outbound training in Pegasus institute of Excellence, Pondicherry.**

**Experience:**

**worked “Account and Fi Executive” in ‘Export Trading Co. Ltd(ETG)‘from 18th Jan 2020.**

**Project Description:**

**Company: Export Trading Group**

**Payroll Company: Professional HRM Services Pvt Ltd**

**Project Name: Bank Reconciliation.**

**Role: Account and Finance Executive.**

**Environment: Working all related finance staff like Payment, Invoice verification.**

**Responsibilities:**

* **Getting the requirement from the customer and verify the Billing.**
* **Reconciliation statement preparation**
* **Making report of the mismatch of the billing and getting the solution inform to customer.**
* **Export the data from the ERP tools like SAP, Oracle etc and verify the all types issue like Qty, Price,Taxes etc.**
* **Once all the details verified upload the document in SAP etc.**
* **Clearing all the Pending invoice based on the details provided by Customer/Supplier etc.**

**College Projects**

* **Naetek Ferro Casting Pvt.ltd: Organization Study on Company.**
* **TATA Advance materials Ltd: Challenges in Aerospace Industry**

**Personal Information**

* **Name :Nagaveni K S.**
* **Date of birth : 20-01-1997**
* **Languages : English, Kannada,**
* **Nationality : Indian.**
* **Hobbies : listening music, watching movies.**

**Declaration**

**I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.**

**Date : Yours faithfully,**

**Place: Nagaveni K S**