

# CURRICULUM VITAE



## KAVYADARSHINI MS

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### SUMMARY

- Goal oriented Finance/Accounts Professional with 4.7 years of experience, having good knowledge in Accounts Payable & Accounts Receivables in the industries like IT, Business Consulting & Textile/Apparel (Retail)
- Adapt at developing & maintaining focus on achieving targets by using best practices with analysis & reporting that facilitates better business decision

### WORK EXPERIENCE

#### Finance Associate

Sept 2018 – Oct 2019

##### Puma Sports India Private Limited - Bangalore, India

- Accounts receivable- Managing Sales & returns, Collection Tracking, Debtors reporting & Controlling DSO.
- GL Review, Customer Reporting, Gross Profit review & Margin analysis
- Cash Flow projection, preparing collection targets yearly & monthly.
- Cost accounting & COGS analysis.
- Customer Reconciliations & Dispute management
- Month end accounts closure, Bank Reconciliation & Preparing audit schedules

#### Finance Executive

Jan 2017 – Sept 2018

##### Arvind Lifestyle Brands Limited - Bangalore, India

- Accounts receivable- Managing Sales & returns, Collection Tracking & Debtors reporting.
- Cost accounting & COGS analysis.
- Customer & Inter Company Reconciliation
- Bank Reconciliation & Month end book closures
- Preparing audit schedules

#### Senior Process Executive

July 2012 – Aug 2014

##### Infosys Limited – Bangalore, India

- Accounts Payable- Invoice Processing, Vendor reconciliation, generating ageing reports, Payment advising & managing petty cash.
- Month end Accounts closure & preparing audit schedules
- Bank Reconciliations

### EDUCATION

#### MASTER OF BUSINESS ADMINISTRATION (MBA) – FINANCE

Acharya Institute Of Technology, Bangalore, Karnataka, India – 2016

Aggregate – 72%

## **BACHELOR OF COMMERCE (BCOM) – FINANCE**

AVK College, Hassan, Karnataka, India – 2012

Aggregate – 82%

### **SKILLS**

- **Technical Skills-** SAP, Advanced Excel, MS Word & MS PowerPoint
- **Professional Skills** –Accounts Payable, Accounts Receivable, MIS Reporting, Customer/Vendor Reconciliation, Cash Flow Projection, Bank Reconciliation, Dispute Management
- **Communication Skills** – English, Hindi & Kannada

### **PROJECTS**

**Project 7 PM (Sub Project-Process Mapping)** – Identify the SOPs being followed by all the teams in Finance department (Arvind Lifestyle Brands Limited), find out non-value-added things & help the Management in simplifying the process by bringing best practices to provide better customer & Vendor satisfaction. Purpose of this project was to ensure all the employees should leave office by 7 PM & have better work life balance.

### **PERSONAL DETAILS**

**Date of Birth** : 03/03/1992

**Father's name** : Suresh Babu M N

**Mother's name** : Latha

**Sex** : Female

**Marital Status** : Married

**Nationality** : Indian

### **DECLARATION**

I Kavyadarshini MS, hereby declare that, all the information provided above is true a correct to the best of my knowledge and belief.

Date: 13-Nov-2019

Kavyadarshini MS