

KARTHIKA.S



✉ karthikanivas1999@gmail.com

☎ + 91 7994208215

📍 Alappuzha India

📅 29th September 1999

🇮🇳 Indian

👤 Single

🌐 LANGUAGES

English

Malayalam

Tamil

🏆 ACHIEVEMENTS

Winning award in DJFM 2023 contest - Insurance, Peoples Urban Integrated Foundation

🧠 SKILLS

Multi Tasking

Leadership

Time management

Accounts Payable

Accounts Receivable

Cashiering

Organization skill

Microsoft

Customer service

SAP Finance & Controlling

👤 PROFILE

Self motivated Finance Post Graduate with 7 month experience in customer relationship, Source Gold Loan Customers and preparing financial statements, Consolidating receivables, and reconciling revenues and expenses. I also possess hands on knowledge in Tally, Microsoft Word, Excel, PowerPoint.

🎓 EDUCATION

ADVANCED DIPLOMA IN HOSPITAL ADMINISTRATION,
Adi Institute of Management

August 2023 – March 2024 | Ernakulam, India

MASTER OF COMMERCE - Finance and Taxation,
NSS College Pandalam

December 2020 – August 2022 | Pathanamthitta, India

BACHELOR OF COMMERCE - Insurance and Banking,
Mar Gregorios College Punnapra

June 2017 – August 2020 | Alappuzha, India

👜 PROFESSIONAL EXPERIENCE

PEOPLES URBAN INTEGRATED FOUNDATION,
JUNIOR EXECUTIVE

October 2022 – July 2023 | Alappuzha, India

- Managed & attended Customer Walk Ins and addressing customer grievances.
- Verified customer's KYC & complete online registration.
- Managed self gold valuation and inform gold loan amount.
- Preparing statutory accounts and provide general administrative assistance.
- Facilitate standard operations procedure of organization and maintain all registers at branch level.
- Executed Invoice processing and filing and maintain bookkeeping records.
- Supervised with spreadsheets, sales and purchase ledgers and journals.
- Prepared month-end balance sheet reconciliations and Balanced drawers at end of the shift with 100% accuracy.

📄 CERTIFICATES

SAP

Gtec Computer Education Thiruvananthapuram India

✍️ DECLARATION

"I hereby declare that the details furnished above are true and correct."

Karthika S