

# SARANYA

## Finance Manager

### My Contact

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📍 BANGALORE

### Hard Skill

- Financial accounting
- Business valuation
- MS-WORD, EXCEL, POWER POINT, TALLY, TDS, GST Filing, ROC, AOC-4, MGT 7A, Internal Audit, BRS, DR/CR Reconciliation payroll Processing

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

### Language

- English
- Kannada
- Tamil
- Telugu
- Hindi (manageable)

### Education Background

- Bachelor of Commerce  
BALDWIN WOMEN'S METHODIST COLLEGE  
Completed in 2018
- PUC  
BALWIN GIRLS PRE-UNIVERSITY COLLEGE  
Completed in 2014
- BON SECOURS GIRLS HIGH SCHOOL  
SSLC  
Completed in 2012

### About Me

Dedicated and detail-oriented Senior Accounts Executive with 6.5 years of experience. Skills for Bank in monitoring, maintaining, and completing client billing and reconciliations. Special interest in achieving the general financial planning.

### Professional Experience

#### Kayu Living Private Limited

Jan 2025 - Present

#### Key Responsibilities

Handling clients accounts, company overall accounts, accounting, BRS, Gst Filing, Tds, PO, Quotations, MIS trackers, overseas remittance.

#### Ascesa Business Services Private Limited

June 2024 - Dec 2024

Key responsibilities:

- Analyze current and past financial data
- Look at recent financial performance and identify trends
- Prepare reports on the above information and communicate the insights of these reports to the Clients
- Preparing ROC AOC-4 7& MGT7A

#### Indian Institute Of Fashion Technology

2023 - 2024 Accounts Officer

- Proficiently managed role as accounts officer for a college sincere in work very attentive & dedicated person for the responsibility offered punctual in work handling TDS, Salary all major works related to accounts in the college.

#### DS MAX PROPERTIES

2022 - 2023 Accountant cum CRM Executive

- Worked as efficient accountant for third party projects were handling around 20 projects the service was facility management parallel worked as CRM executive handling the customers from post registration to handing over the flats.

#### Annapoorneshwari Industries

2019 - 2022 Accountant cum Admin Executive

- Worked as accountant day to day activities like preparing invoices through tally visited the clients industries for general accounts meeting parallel worked as administrative executive handling all admin related works.

#### RBL BANK

2018 - 2019 Customer relationship Executive

Customer Relationship Management, Debit Card Assisting, handling complaint calls & customer query, account management & Cash Counting & Bundling