

## **CURRICULUM VITAE**

**S. S. SANGEETHA**

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### **PROFESSIONAL EXPERIENCE:**

#### **1) Worked in KPMG, Bangalore**

**Secretary in C&O Dept (9 Sep 2019 – 30<sup>th</sup> April 2020)**

**Responsibilities:**

- Travel support for Directors (flight, visa, hotel, forex, logistics management)
- Calendar Management
- Correspondence support for the group
- Timesheet booking
- Manage and claim Expenses for the Directors in Concur
- Raise Purchase order for the team in Reconnect (for International trip)
- Generate reports / Collate data
- Contact database management

#### **2) Worked in Deloitte, Bangalore**

**Executive in Risk & Reputation Office (19 Feb 2018 - 10 May 2019)**

**Responsibilities:**

- Work with Business and Risk teams to facilitate risk clearances for New Client/engagement acceptance using the Integrated Risk Management System.
- Connect with multiple stake holders in the client acceptance process cycle.
- Do research, gather information on shareholding/ subsidiary/KMP/Director details of the Client and ensure the data updated by Directors and Managers in the system are correct. Validate online requests.
- Identify non-compliances and inefficiencies, trigger early warnings and timely corrective actions for risk mitigation.
- Monitor and keep a track of all the reports
- Follow up with respective team, in order to speed up the process

**Executive Assistant in Tax dept. from 6<sup>th</sup> Oct 2014 - 18 Feb 2018**

**Responsibilities:**

- Assist Partners and Director in day to day activities
- Timesheet and Calendar Management
- Assist in arranging FOREX, Coordinate with Travel desk and keep the docs ready as per the checklist for processing the application for Visa (for International trip)
- Schedule meetings and appointments
- Keep a track of all their expenses and claim it on timely basis
- Do online risk approvals on behalf of Partner
- Make travel and accommodation arrangements
- Block meeting rooms and arrange food for client meeting
- Generate weekly/ monthly reports (as and when required) - WIP, Debtor's, Staff Utilization, NREL, Project Activity Report and Reference Numbers.
- Carry out write-off/write back of outstanding WIP
- Setup conference calls by coordination with IT Helpdesk

- Coordinate with team & assist in archiving/retrieving files

### **3) Worked in EY, Kochi**

#### **Associate (Administration - Operations) from Aug 2011 - June 2014**

##### **Responsibilities:**

- Front Office Management and provide admin support to the team
- Raise travel requests for flight/cab bookings and support the team in booking of cabs, hotel rooms & meeting rooms
- Verification of cab bills and uploading data to the System
- Generation of Reports
- First aid medicines management
- Purchases of goodies, Support BU Admin Head for organizing off sites, meetings etc.. by coordinating with different properties in getting the rates and required details.
- Collation of data for the team t-shirt sizes, Birthdays, addresses, mobile number etc. (providing data to other departments on need basis)
- CSR activities management
- Update attendance of housekeeping and security staff
- Maintain monthly petty cash bills statement and outward Registers
- Preparation of MIS reports & other admin related log sheets
- Assist HR in conducting aptitude tests for candidates
- Submission of expense reports to Accounts as per the cycle/GFIS submission dates
- Working closely with other departments like Human Resource, Finance, Recruiting for executing the admin function.

#### **EDUCATIONAL QUALIFICATION**

- 01) Bachelor of Commerce, Taxation ( M. G. University) : 2007 - 2010
- 02) Completed AISSCE (12<sup>th</sup> Science Group) from Kendriya Vidyalaya No. 1, Katari Bagh in the year 2007.
- 03) Schooling: 1<sup>st</sup> to 5<sup>th</sup> std. in Naval Public School and 6<sup>th</sup> to 12<sup>th</sup> std. in Kendriya Vidyalaya No.1 (Kochi)

#### **COMPUTER KNOWLEDGE**

- Package: MS Office

#### **LINGUISTIC SKILL**

English – Read, write and speak

Hindi – Read, write and speak

Malayalam – Speak

#### **PERSONAL DETAILS**

Date of birth	:	02 - 04 -1989
Nationality	:	Indian
Marital status	:	Single
Gender	:	Female

**Other:** Clothes Donation Drive - CSR Champion at EY Kochi office in the year 2013  
Used to volunteer for NGO's for couple of months during weekends

**DECLARATION**

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

(S. S. SANGEETHA)