

LAVANYA M

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PROFESSIONAL EXPERIENCE:

Company Name	Wilber Impex Pvt Ltd
Job Title	Asst Manager – Sales & Operations
Job period	Dec'2020 to present
Industry	Manufacturing
Work Description	<ul style="list-style-type: none"> * Coordinate daily customer service operations (e.g. sales processes, orders and payments) * Evaluate employee performance and identify hiring and training needs * Monitor operating costs, budgets and resources * Assisting the Managers in planning and implementing strategies to attract customers * Track the progress of weekly, monthly, quarterly and annual objectives * Monitor and maintain store inventory for smooth transactions * Suggest sales training programs and techniques * Handles complaints from customers * Create reports, analyse and interpret data, like revenues, expenses and competition * Conduct regular audits to ensure the all the process functional and presentable
Company Name	Innovation Imaging Technologies Pvt Ltd
Job Title	Sr Executive – Business & Finance
Job period	Nov'2017 to Nov'2020
Industry	Healthcare
Work Description	Accounts & Finance: <ul style="list-style-type: none"> * Budget Planning & Execution to each departments * Preparation of operating expense and headcount budgeting * Co-ordinate with team for records & reports and prepares monthly/quarterly managerial reports * 5-6 years in financial analysis, resource utilization planning & preparation of P&L * Project wise P&L & fiscal reports preparation * Budget forecast for new projects * Processing service level agreements are maintained & maintain monthly metrics * Drive process improvement initiatives * Opportunity to manage cash, source of funds and controls processes * Financial Analysis of Sales vs collections to help inter departments to build pipeline projects * Four years' experience of data analysis, reports & business analysis
Company Name	Schiller Healthcare India Pvt Ltd
Job Title	Regional Head
Job period	Jan'2015 to Nov'2017
Industry	Healthcare
Work Description	<ul style="list-style-type: none"> * Dealers Handling, Set up goals to ensures the activity completion & release payments * Employee incentive calculations along with detailed report like call attend & completion date * Arrangements conferences, involved in end to end process & active participation in conferences & demos * Addressing employee related & Inter branch issues for smooth transaction to reach customers on time

	<ul style="list-style-type: none"> * Business Forecast for Quarterly & Annually * Attending Quarterly & annual meet to report branch transaction to Head Office * Financial data analysis of Sales & Collections * Documentation & Co-ordination with inter branch for equipment movement
Company Name	Miki Steel Works Pvt Ltd
Job Title	Accountant
Industry	Metal Fabricator
Job period	Nov'2012 to Dec'2014
Work Description	<ul style="list-style-type: none"> * Business transaction entries in Tally * Bank, VAT, Debtors & Creditors Reconciliation * Service Tax, Professional Tax & VAT 100 returns * Collection & Issue of C-Forms * Documentation of stock movements * Preparation of Monthly Financial Report & Stock Report * Arrangement for Bank guarantee & LC * Monthly expenses reports submission to Head Office * Preparation of P&L and Balance Sheet

EDUCATION:

Course	Institution	Board/ University	Passing Year
B.Com	Maharani's Commerce & Management College for women	Bangalore University	2012
PUC	New Vani Vilas College, Bangalore	Karnataka Pre University Board	2009
SSLC	Govt High School, Sarakki	Karnataka Secondary Education Examination Board	2007

TECHNICAL SKILLS:

- * Highly Proficient in Excel, including working with formulas and building well designed, functional financial models
- * Advanced Knowledge with Microsoft Excel & ability analyze and data's
- * Ability to recognize business patterns to identify root cause and develop recommendations
- * Strong Written & Verbal communication skills with demonstrated ability to interact within all levels of the organization
- * Strong Analytical and problem solving skills, details oriented and organized
- * Strong Accounting/Book-Keeping Entry Knowledge
- * Strong Excel Skills used Specifically for financial modeling and forecasting (Vlookups, Pivot Tables, Sumifs, Graphs)

PERSONAL STRENGTH:

- * Hardworking & Sincere
- * Leadership Charisma
- * Good Customer handling & Problem solving skills
- * Positive Thinker
- * Professional communication & writing skills for presentations, meetings, ,Plans and Emails
- * Good Organizer & Co-Ordinator

EXTRA CURRICULAR ACTIVITIES:

- * Active Social blogger for good cause to society
- * 1 Karnataka Girls battalion NCC Cadet
- * Handcrafts, Pencil sketch & Painting, recycling unwanted materials

PERSONAL PROFILE:

- * Nationality : Indian
- * DOB : 19.11.1991
- * Marital Status : Married
- * Languages Known : English, Kannada, Hindi & Telugu

CAREER OBJECTIVE:

To work with an organization and to take a responsible position in a company that utilizes my skills and best of my knowledge in achieving a common goal of the organization and bright personal career.

DECLARATION:

I declare that the information given above is correct to the best of my knowledge.

Thanking You,

LAVANYA M