

Laveena Fernandis

Finance & Admin Analyst / Finance Process Associate

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Career Objective:

To associate with an organization where my productive contributions are valued, encouraged and to work in a competitive and a challenging environment that will enable me to use my creativity to deliver resolution to the problems.

CAREER SYNOPSIS

ACCENTURE SOLUTIONS PVT LTD. – BANGALORE

Designation: Finance Process Enablement Associate

(November 15, 2021 – February 04, 2022)

Roles and Responsibilities:

- Process all billing received from Oracle and other billing sources in compliance with billing procedures set by Management.
- Perform all billing functions by designated deadlines and schedules.
- Assist with monthly close billing and quarterly billing.
- Maintain and update Excel spreadsheets as needed for certain billing features to assist in accurate uploads in Oracle.
- Ensure that correct pricing is added based on client proposals and contracts in order to bill suspense items on time.

IBM INDIA PRIVATE LTD. - BANGALORE

Designation: Finance & Admin Analyst

(November 21, 2019 – November 12, 2021)

Roles and Responsibilities:

- Applying cash received in bank to customer invoices and short booking, modifying billed invoices for price or quantity.
- Responsible for all account receivables, daily bank deposits, handling bank transaction and payments.
- Provide information relating to customer payments, investigate unapplied payments, rectify and ensure proper allocation.
- Generating invoices and account statements.
- Process Credit and Rebill and Payment posting requests daily within company established SLA's.
- Record incoming requests on department credit/rebill tracker daily.
- Creation of billing document, Verifying and Cancellation of duplicate invoices in the system.
- Preparation of Commercial Report for the SAC and Mexico countries.
- Participate in a team environment by assisting coworkers with completion of daily, month-end and quarter-end workload when necessary.
- Posted payments that included checks, credit cards, EFT and wires – Completed write offs and maintenance applications for the customers.

 P.M. HEGDE & CO. – MANGALORE

Designation: Intern

(June 1, 2018 – June 30, 2018)

Roles and Responsibilities:

- Vouching
- Checking the books of accounts of various clients
- Preparation of trail balance, Income and Expenditure accounts and Balance Sheet in MS Excel
- Typing of Office Letters
- Totality and verification of books of accounts

Academic Credentials:

- **Master of Commerce** from St. Agnes College, Mangalore and secured **First Class**.
- **Bachelor of Commerce** from St. Aloysius College, Mangalore and secured **First Class**.
- **PUC (Commerce)** from Karnataka PU College, Mani and secured **First Class**.

Awards:

- Commitment to putting the ‘Client First’ Award 3rd quarter – 2020
- Best Performer Award 2nd quarter – 2021
- Recipient of Cash Award - 2021

Core Competencies:

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|---------------------------------|--------------------------------|
| 1. Excellent command in English | 2. Adaptability |
| 3. Team player | 4. Strong analytical skills |
| 5. Highly organized | 6. Strong Interpersonal skills |
| 7. Time management | 8. Committed to excellence |

Computer Proficiency:

- Microsoft Word, Microsoft Excel, Microsoft Power Point and Citrix Platform.

Personal Details:

Nationality	:	Indian
Date of Birth	:	28 th May 1997
Marital Status	:	Single
Passport Number	:	R2128490
Place of Issue	:	Bangalore
Date of Issue	:	3 rd July 2017
Date of Expiry	:	2 nd July 2027
Languages	:	English, Kannada, Hindi, Konkani and Tulu

Place: Mangalore, India

I Laveena Fernandis do hereby confirm that the above information and details provided by me is true to the best of my knowledge and belief.

Laveena Fernandis