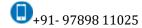


## BENAT VADHANI.D

Target Functional Area: Accounts & HR

judiben96@gmail.com



### **Personal Details**

Coimbatore, Tamilnadu

**Date of Birth:** 19<sup>th</sup> August 1996 **Languages Known:** English & Tamil

Address: 195, Tatabad,

India

# Soft Skills



### **Certifications/Trainings**

- Successfully completed BEC certified course from CAMBRIDGE UNIVERSITY.
- Underwent training on ENTREPRENEURSHIP training by IIM University Calcutta.
- Participated in two days
- workshop on digitalization by
- Dr.NGP College of Technology.
- Completed a HR certificate course from Tareeqa Global Solution

### **Profile Summary**

- Highly-motivated, deadline-committed, goal-driven person with over 4 years of experience. An engaging team-player who also acts as a motivator.
- Proven track record of excellence.
   Some of my core skills include taxation, regulatory compliance, budgeting and forecasting.

### **Areas Of Expertise**

- Coordinating seminars and meetings and maintaining the record of every employee
- Processing payroll and solving payroll related problems
- Producing and submitting reports related to the salary of employees
- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resource Executives
- Maintaining of portfolio management

### Knowledge Purview

- Account Reconciliation
- Financial Analysis
- Bank Reconciliation Statement
- Daily Cash Management Financial Report Preparation
- Fixed Asset Maintenance
- Preparation of Balance Sheet
- Payroll Management

# Core Competencies Measurement Analysis and Interpretation Interpersonal and Communication Skills Delegation Vigilance Performance Management Learning & Development Teamwork/Collaboration

### Organizational Experience

#### **Key Result Areas:**

- Maintain proper documentation of all financial transactions, filing of accounting documents and accounting records compatible with standard accounting practice
- Preparing and submitting financial reports and others as and when required
- Support in the project closure activity by ensuring to book all expenses at the time of project close out
- Orientation of financial policies and procedures to newly joined staffs and keep updating. Support in the full and final settlement of staffs.
- Support to programme team for various activities like communication, coordination and budgeting, which would be required for planning and conducting program activities Overseeing workshops/Trainings/Conferences arrangements.
- Payment disbursement including preparing forms and receipts for approval and payment of personal reimbursements, travel reimbursements, consultant payments and travel/project advances of the staff.
- Regular follow up with staffs and vendors for timely submission of bills and claims.

# <u>Previous Experience</u>

May '19 - current : Coimbatore Cancer Foundation, Coimbatore

## Part-Time Experience

**Tuition for students for classes 5 to 10** 

## Academic Details

- \* MBA (Finance & HR) from SNS College of Technology, Coimbatore in 2019
- \* BBA (CA) from Sri Ramakrishna College of Arts & Science for Women, Coimbatore in 2017
- \* HSLC from Suburban Matriculation Higher Secondary School, Coimbatore in 2016
- SSLC from Suburban Matriculation Higher Secondary School, Coimbatore in 2014