



BENAT VADHANI.D

Target Functional Area: *Accounts & HR*



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Personal Details

Date of Birth: 19th August 1996

Languages Known: English & Tamil

Address: 195, Tatabad,
Coimbatore, Tamilnadu
India

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.

Soft Skills



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

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

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

Vigilance

Learning & Development

Reporting

Delegation

Performance Management

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.

Previous Experience

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