

## CURRICULUM

### **Roopa Devi G M**

No.77, 1<sup>st</sup> floor, Nagarbhavi 2<sup>nd</sup> stage,,  
Apoorva layout, Bangalore-5600056

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### **Carrier Objectives:**

To pursue a career in an organization which provides challenging opportunities and professional development.

### **Educational Profile:**

B. Com – First class

### **Additional Qualification :**

<b>Accounting Software</b>	<b>Tally version ERP 9.0</b>
<b>Basic</b>	<b>Windows, MS-office (Excel, Word &amp; Power Point)</b>
	<b>Kannada typing</b>

### **Work Experience :**

<b>Sl No.</b>	<b>Organization</b>	<b>Period From</b>	<b>Designation</b>
1	BSS Microfinance Pvt. Ltd.,	Nove-2004-March-2011	Account assistant
2	Nabard finance pvt. ltd	Mar-11 to Sept 11	Accountant & Admin
3	IBM	Jan-12 to till date	F&O

### **Work Handled & Handling:**

- Voucher entry, Petty cash handling, Bank reconciliation statement, Preparation of P & L and Balance sheet, Salary statement
- Working closely with IBM TOP management (VP/Executives, Controllers and Business Managers) and Business management Advisory team
- Supporting (Rev/GP/ Budget/ etc.) to executive Team.
- Month end summaries, variances along with analysis of month/ month, quarter/quarter & year/ year reports
- Publish Revenue & GP & other dynamics to TSS management team
- Ad-hoc finance requests as requested
- Prepare and manage forecasts and financial reports for Business Managers, Controller and Unit Directs

#### **Handling**

- Responsible for overseeing and Coordinating E2E HW AP process including process inputs & outputs.
- Identifying possible asset discrepancies, managing discrepancies and resolution to close
- Ensure Audit readiness of all process, task and activities
- Interface with support team organization and Use client specific Tool.
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### **Personal Attributes:**

- Strong analysis, development and implementation skills.
- Good communication skills
- Good time management and project management skills
- Ability to work individually as well as in a team
- Quick learning abilities

### **Other experience:**

Working as a Freelance Translator.

- Translation service from English to Kannada
- Translation service from Kannada to English and Proof reading
- Translation experience 2 years
- Nudi and TTF font Kannada typing

### **Hobbies:**

Reading, Listening Music, Watching TV

### **Personal Details:**

**Husband Name** : Shashidhar H G  
**Date of birth** : 13<sup>th</sup> Nov 1983  
**Gender** : Female  
**Marital status** : Married  
**Languages known** : English, Kannada, Hindi

### **Declaration:**

I hereby declare that all the details furnished above are true, complete and correct to the best of my knowledge, belief and conscience.

Place: Bangalore

(Roopa Devi G M)