

KETKI LAVEKAR

Phone: +919136817819 ♦ Email: ketkilavekar10@gmail.com

SUMMARY

Finance Professional having analytical skills. Making Financial Reports. Successfully managing multiple assignments while meeting tight deadlines. Account Reconciliation expert with processing the invoice and payments. Assist to maintain the cash flow.

EXPERIENCE

20-Aug-2018 to 09-Aug-2019

BMC SOFTWARE INDIA

(CLIENT OF MANPOWERGROUP SERVICES PVT. LTD.)

Designation: Intern-Graduate

Location: Pune

- ♦ Assist in the preparation of daily, monthly and quarterly management reporting
- ♦ Maintain standard operation procedures in all aspects of day to day work in order to provide uniformity of works and meet departmental objectives
- ♦ Working on Oracle (12.2.3) for creating requisitions and processing them to procurement team for further processing the Purchase Order
- ♦ Involve in creating reconciliation statements
- ♦ Assisting Finance Manager in Maintaining the Cash Flow of Company

21-Jan-2017 to 17-Aug-2018

JCC INDIA PVT. LTD.

Designation: Account Executive

Location: Navi Mumbai

- ♦ Made Financial reports and was involve in payment and disbursement of funds
- ♦ Payroll of company on monthly, daily basis and processing
- ♦ Involve in working on Tally ERP 9 for making statements
- ♦ Work on Account Receivable and Account Payable
- ♦ Coordination with Sites for Daily Expenditure

INTERNSHIP

2-May-2014 to 30-June-2014

A PLUS ANALYTICS

Designation: Intern

Location: Mumbai

- ♦ Making Awareness of Company Derivatives Product
- ♦ Coordination with the person by the Database provided
- ♦ Taking follow up on daily basis and giving the five days trail pack provided by the company

EDUCATION

2013-2015

KOHINOOR BUSINESS SCHOOL

Mumbai University

Degree: MBA Finance

Percentage: 1st Semester (65.9%)

2nd Semester (68.4%)

3rd Semester (62%)

4th Semester (62.7%)

2009-2012

ELPHINSTONE COLLEGE

Mumbai University

Degree: B.Com

Percentage: 61%

2008-2009

URAN EDUCATION SOCIETY

Maharashtra State Board

Course: HSC

Percentage: 63%

2007

ST MARY'S CONVENT HIGH SCHOOL

Maharashtra State Board

Course: SSC

Percentage: 54.3%

SKILLS

- ◆ Good team player with ability to build strong relationships with key individuals in business
- ◆ Good knowledge of Oracle (12.2.3), Tally ERP9
- ◆ Possess strong strategic, analytical, communication and inter-personal skills and able to work under time pressure autonomously
- ◆ Detailed knowledge of MS Office, ideally with advanced Excel Skills
- ◆ Demonstrated ability to interact with Customers, Employees and Third Parties
- ◆ Presented Summer Internship Project

PERSONAL DETAILS

Address: Flat No.- 504, Mango Nest, Near Lokmat Press Sinhagad Road, Maharashtra,

Pune-411041

Hobbies: Playing Badminton and Cooking