**CURRICULUM VITAE**

**VIJAYALAXMI.H.M**

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**PROFILE SUMMARY**

MBA in Finance with 13+ years of progressive experience in Financial Management, Accounting, Auditing, Taxation, MIS Reporting, HR, Admin, Legal, Real Estate and Secretarial Functions.

**KEY ROLES AND RESPONSIBILITIES**

**Finance Manager,** 31st March 2006 to 9th January 2020

**Sai Lakshmi Industries Pvt Ltd** - Whitefield-Hoskote Road, Bengaluru-560067

* **Treasury Management** – Developing a strategy that the Company is able to earn at least 2% p.a. more than the inflation rate and never allowing the principal to reduce. Ensuring moneys are never kept without earning.
* **Finance** - Ensuring Cash Flows are as per the requirement of the business. Preparing cash flow statement on daily basis, daily cash and bank balances.
* Ensuring that finance from various banking institutions are available as and when the company needs them.
* Ensuring that Management Financial Reports are available to the Company on the target dates.
* Being aware and taking immediate precautionary measures and necessary action on any act that may be fraudulent that may exist either by internal or external influences.
* Managing receivables and payables in a balanced way so as to avoid possible disruptions in the activities of the Company.
* Ensuring internal audit takes place on regular interval to resolve possible issues on time and improve internal systems in order to provide highest form data accuracy as well as identification and prevention of any possible fraudulent or inconsistent activity that may occur as a result of slack, neglect or any other reason.
* Working with an efficient team and in the efficient manner using automation to its complete possibilities. Using manpower should be mainly for creative thinking rather than for pure data entry.
* **Budgeting** - Working with every head of the department to build budget for the business. Enable each department to be able to monitor their budget on a REAL TIME basis. Evaluation and review of budgets with every department on a monthly basis or immediately, if any department is crossing the budget in an alarming manner.
* **Legal and CS** - Working with 3rd party legal agencies for all legal aspects of company including drafting agreements.
* Ensuring the Company is in compliance as per the law of land
* Have taken role in Incorporation and Closure of Companies
* Assisting in Share Capital Reduction and Restructuring
* Have handled Secretarial Compliances like Board Resolutions, data for ROC annual filing through CS.
* Implementation of Retail Store licenses, and compliances.
* Trademark Registrations
* **Shareholding Company** - Coordinating with Shareholding Company. Reviewing and assisting finalization of consolidated financials of Shareholding Company and ensuring timely completion of other work related to holding company.
* **Real Estate -** Verifying real estate transactions and communicating with JDA partners
* **Inventory** - Regular auditing of inventory. Keeping inventory at efficient level by practising good stock control system. Eliminating holding too much stock as same will tie up cash, increase storage, insurance costs.
* **General - Obtaining** insurance against risks of marine, erection, fire, burglary
* Tackled old matters with regard to assessments, employees, ROC, land and farmers.

**Account Assistant,** August 2003 to May 2005.

**Associated Hydro Pressings Pvt Ltd** – Benniganahalli, Bengaluru.

* Handled books of accounts through E.X.NextGeneration Package.

**Faculty, Centre Manager, Software Developer**, June 1994 to June 2002

**MAITHRI INSTITUTE OF COMPUTERS PVT LTD,** Bhadravathi, Shimoga Dist., Karnataka

* Independently managed the center and developed the business
* Confirmed and trained faculty at NIIT, Bhadravathi
* Worked as faculty for corporate training at M/s Mysore Paper Mills Ltd., and M/S Shimoga Milk Union Ltd., Shimoga.
* Worked under HOC to develop payslip software package for M/S HSCL, a public sector organization.
* Developed a software package for SHIMUL

**EDUCATION**

* Master of Business Administration, March 2017, Sikkim Manipal University, 70.06%
* Bachelor of Commerce, 1992, Kuvempu University, 55.68%

**OTHER SKILLS**

* Private Equity and Capital Market Financing from IIMB, Bengaluru
* Certified Trading Professional India. Online course
* GST Certification Course
* Senior Grade English Typewriting
* Senior Grade Kannada Typewriting.
* Tally ERP and MS – Office packages

**PERSONAL DETAILS**

Spouse Name : Nagaraja.B

Date of Birth : xxxxxxxxx

Sex : Female

Marital Status : Married

Nationality : Indian

Religion : Hindu

Reference available on need basis.

**Place :** BENGALURU Yours Sincerely,

**Date : 17-01-2020**

**(VIJAYALAXMI H M)**