

# KISHU

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## ACADEMIC PROFILE

MBA	PYRAMID COLLEGE of BUSINESS and TECHNOLOGY (PHAGWARA), IK GUJRAL PUNJAB TECHNICAL UNIVERSITY, (PUNJAB)
B. COM. in (CORPORATE SECRETARYSHIP)	UNIVERSITY of MADRAS, CHENNAI, TAMIL NADU
10 <sup>TH</sup> AND 12 <sup>TH</sup>	KENDRIYA VIDYALAYA ISLANDS GROUNDS, TAMIL NADU

## PROFESSIONAL EXPERIENCES:

### FULL TIME EMPLOYMENT

Finance Executive	Shriram Fortune Solution Ltd.
Roles & Responsibilities	<ul style="list-style-type: none"><li>Recording Various Entries in the Books of Accounts.</li><li>Preparing MIS.</li><li>Prepare various reconciliations and make necessary adjustments in the books of accounts.</li><li>Monitoring, coordinating and Checking of Budget Reports Review process for each tower prepared by Clients.</li><li>Handling day-to-day bookkeeping and accounting related matters.</li><li>Preparing ageing reports for AR, AP &amp; Inventory.</li><li>Overview and Preparation of Profit &amp; Loss Accounts &amp; Balance Sheet on MS Excel.</li><li>Accounting in Tally</li></ul>

### Internship

Finance Intern	OILAND NATURAL GAS CORPORATION CHENNAI, TAMIL NADU
Roles & Responsibilities	<ul style="list-style-type: none"><li>Analysis of PO and SOW for the creation of Invoices</li><li>Preparation of reports for management viz. Expense Reimbursement Report, Billing Report, Commission Report.</li><li>Analysis of receipts and validating basic parameters.</li><li>Validating invoices against the online portal and collating MIS for stakeholders</li><li>Preparation of Invoices.</li><li>Passing Journal entries.</li><li>Preparing data for Revenue reconciliation.</li></ul>

**Skills**

- Tally
- Data Analysis
- Financial Planning
- MS Excel
- MS Office
- Project Management
- Business Strategy

**CERTIFICATIONS****Certifications**

- COURSE ON INTERPERSONAL & INTRAPERSONAL SKILLS FROM IIT, ROORKEE.
- Master of AI in HR & Recruitment.

**ACHIEVEMENTS & ACTIVITIES****Extra-Curricular**

Hockey National Level player

**HOBBIES & INTERESTS**

- Reading, Singing & exploring new places.