



SUNITHA N

SENIOR TEAM MEMBER

CONTACT

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EDUCATION

2020 - 2022

BENGALURU CITY UNIVERSITY

- Master of Commerce
- Secured with 77.90%

2017 - 2019

BENGALURU UNIVERSITY

- Bachelor of Commerce
- Secured with 83.70%

SKILLS

- Hard Working
- Good at multi tasking
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Have a good work experience

LANGUAGES

- English
- KANNADA
- TELUGU
- HINDI

PROFILE

To work continuously towards increasing my skills and professional expertise. To work in an organization where a lot of exposure is provided so that i could contribute to its growth and thereby develop my skills too. Willing to work as a key player in challenging and creative environment.

WORK EXPERIENCE

Sep 2019 - Present COFORGE PRIVATE LIMITED (Senior Team Member)

- US Mortgage (Lender) placed insurance.
 - US Mortgage property and casualty insurance processing.
 - Verifying and validating the policy schedule for building, flood, earthquake and other natural calamities. Contact the agents via email for any type of clarification.
 - Verifying the policy and updating the final policy details in the system.
 - Sending payment indicator to the customer or lenders when insurance policy is all good.
 - Cancelling the reinstating the insurance and escrow processing, verifying insurance documents.

Internship (Avani Accounting and Softech solutions)

□ **Accounts Executive (June/02/2022 to August/12/2022)**

- Analyze the Financial data
- Checking the financial documents and journal entries for accuracy
- Provide administrative support as needed.
- Entering the sales purchase transactions in tally ERP 9.
- Record the amount of money spent and received by clients or company.

SAP(Systems Applications and Products in Data Processing) Course

□ **FICO(Financing and Controlling)**

- Financial Accounting Basic Settings
- General Ledger accounting
- Accounts Payable and Accounts Receivables
- Asset Accounting and Reports
- Controlling- Cost Centre Accounting internal Orders
- Profit Centre Accounting and Integration.
- Creation of Vendor Account and Customer Account Groups.
- General Ledger Reports

TECHNICAL SKILLS

Applications

**MS Office(Excel, Word,
Outlook and Power Point)**

Tally ERP.9

SAP Software