

HRITHIK SHEKARA SHETTY

Junior Executive Finance

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SUMMARY

I am a dedicated finance professional specializing in financial data management and reporting. I strive for excellence in my work and continually seek to improve my skills. I am committed to contributing positively to my organization, ensuring compliance and accuracy in financial operations.

EXPERIENCE

Junior Executive Finance

Shriram Finance Limited

Mangalore, India

A leading financial services company providing comprehensive financial solutions.

- Financial Data Entry And Management: Inputting financial transactions, maintaining Excel and updating accounting records. Ensuring accuracy in financial data and reports by using software like MS Office Excel or accounting tools.
- Preparing Financial Reports: Assisting in preparing monthly, quarterly, or annual financial reports. Generating and organising data for audits or regulatory reviews.
- Supporting Budgeting And Forecasting: Assisting in the preparation of budgets and financial forecasts. Gathering data and assisting in the analysis of financial trends and performance.
- Branch Communication And Documentation: Communicating with the branch regarding account status, discrepancy and documentation. Ensuring proper documentation is maintained for loans, investments, and other financial transactions.
- Handling Invoices And Cheque: Assisted in verifying invoices, cheques, and IPR receipts. Ensuring that a name and hypothecation are transferred in the name of SFL.
- Compliance And Regulation Support: Helping to ensure compliance with financial regulations and company policies. Assisting in preparing documents and records required for regulatory filings or audits.
- Learning And Development: Continuously improving knowledge of financial systems, regulations, and company products or services. Participating in training or workshops to develop skills relevant to the finance industry.

PROJECTS

Dangerous Goods & Types of Aircraft

06/2022 - 07/2022 Mangalore, India

A project focused on understanding the implications of dangerous goods and different types of Aircraft.

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

STRENGTHS

Team Management, Problem solving and multitasking, Quick Learner, Ability to work under pressure.

TECHNICAL SKILLS

MS Office Tally

EDUCATION

Advance Diploma

Mangalore University

06/2022 - 07/2022 Mangalore, India

Bachelor of Commerce

Padua College of Commerce & Management

01/2019 - 01/2022 Mangalore, India

Pre-University Course

Padua PU College

01/2017 - 01/2019 Mangalore, India

Secondary School Leaving Certificate

Navachethana English Medium School

01/2017 - 01/2017 Mangalore, India

KEY ACHIEVEMENTS



Key Achievements in Competitions

- *Participated in "MANGALAM" Full-Scale Aerodrome Emergency Exercise-2022
- *Attended Youth Red Cross Camp (YRC).
- *Participated in National Accounting Talents Search (NATS).

LANGUAGES

English,Hindi,Kannada,Tulu & Konkani.

HOBBIES



Interests

Reading newspapers, watching documentaries, and playing sports.