

# RESUME

Siddappa Kudake

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Mob : 9535156211

Current Address : Pune

## SKILLS

Time management

Team handling

Analytical and logical Thinking

Adaptability

Problem solving

MS Office

## EDUCATION

**MBA** (Finance)

RCUB Karnataka.

**B.COM**

GFGC Sadalga Karnataka.

**PUC** (commerce)

Govt PU College Kerur,  
Karnataka

**SSLC**

KPS Kerur, Karnataka

## LANGUAGE

Kannada

Hindi

English

## SUMMARY

To take every work & every assignment as a Challenge & create the environment that best Utilizes my potential for benefit of organization that Can convert every opportunity into success. Finding Solution to the problem, sharing knowledge & skill To meet organization goal.

## EXPERIENCE

**Concentrix.** As a Representative Operations

May 2024 – Oct 2024

Role & Responsibility

Execute business process transactions. Work with the team to meet performance targets and quality standards. management reporting on a weekly monthly basis. Documents verification, Claim adjustment, handling compliance, Team Management, on time work and collaborate with senior analyst and manager. Accounts Management, claim processing. Processing and posting of Journal entries for all kinds of transactions.

**SMFG credit ltd.** As a Transaction officer.

Feb 2023 – March 2024

Role & Responsibility

Processing and posting of general entries for all kinds of transactions, Journal ledger as well as balance sheet heads reconciliations records and maintaining various process related to accounts Receivable, Prepare reports and perform variance analysis financial statements, Analysing the cash availability report and report to operation manager, Problem solving to the customers or clients, SL PN and Mortgage loan all applications login and forwarding and disbursement, providing closing statement to the clients, document verification, kyc verification and providing monthly reports to the operation manager.

**Multi Co-operative society Chikodi.** As a Clerk and Accountant

Jan 2020 – Dec 2022

Role & Responsibility

Posting of general entries for all kinds of transactions. Journal Ledger as well as balance sheet heads reconciliation recording and maintaining various process related to accounts receivable, Maintaining trading P&L account and balance sheet, Produce draft financial statements for the audit review, Manegement reporting on a weekly, monthly and quarterly basis. Maintaining manual book keeping and Petty cash book. Using particular software applications.