

## Bursar Bio data

Name: G. Karthigaiselvi

Designation: Bursar

Age & Date of Birth: 44 & 04.02.1979

Gender: Female

Phone No.: 8220688426

### Roles and responsibility

- Oversee day-to-day cash management
- Manage accounts payable and receivable
- Keep organized books of tuition fees and files of receipts
- Prepare expense reports on a regular basis
- Manage annual budget
- Design and update financial procedures
- Establishment Office
- Performs miscellaneous job-related duties as assigned