# Usha Rani M K

Rajajinagar Bangalore 560010 Phone 9632437656 E-mail id :[usharani241985@gmail.com](mailto:usharani241985@gmail.com)

|  |
| --- |
| **SENIOR ACCOUNTANT - LEISURE PRIVATE LIMITED (H.O. Dubai)**  Strong organizer, motivator, team player and a decisive leader with successful track record in directing from original concept through implementation with Comprehensive problem solving abilities, Negotiation skills, Confident, Excellent verbal and written communication skills, Capable of performing under challenging environment.  **Key Area of Experience**  Accounts Payable General Ledger Tax Payment  Accounts Receivable Vendor Management Payroll Management  Office Management Bank Reconciliation Audit Assistance  **PROFFESSIONAL EXPRIENCE**   1. **LEISURE TRIPS PRIVATE LIMITED (clickotel group of company**) **Jan 2012 -Oct 2014**   **Senior Accountant for Bangalore Location**  **Key Responsibilities:**   * Accounting and Reconcile General ledgers on regular interval, computing comparing different unit ledgers. * Creation of Vendor Master Data and Vendor Group, Payments and Reconcile vendor ledgers on regular intervals, tracking and compare vendor quotations. * Creation of Terms of Payment and Creation of Customer Master Records, follow up for payments, writing mail   towards payment due.   * Creation of MIS report on total Revenue and Expenditure on monthly basis. * Calculating and payment of Service Tax TDS on monthly basis. Professional Tax on Payroll of employee’s. Filling   of Returns on the regular intervals.   * Maintain attendance of employee’s, calculating leaves allowances and monthly salaries. * Accounting and Reconcile bank statement on regular intervals, maintain bank balance as per firm policy tracking   of bank charges online transactions like RTGS NEFT and online purchases.   * Computing Invoices towards Service rendered to Clients on completion of services. * Verifying costing towards client comparing vendor Quotations Checking on profit percentage in costing. * Accounting and Reconcile Client and vendor Ledger on regular intervals, Accounting and computing inter branch transactions related to Reconciliation Ledger. * Accounting and Reconcile ledgers tracking on incentive, commission and Tax deducted. * Follow-up on 16A TDS certificate from vendor and verify the same. * Assisting the internal and external audits during audit period. * Remittance inward outward and forex encashment throu private agents and bank.   **Other Responsibilities:**   * Establishes productive professional relationships with key personnel in assigned customer accounts. * Productively assesses clarifies and validates customer needs on an on-going basis. * Making cold call for the clients for any future quires getting leads and references. * Sending mails and promotional offers seasonal offers deals and discounts regarding the products. * Maintaining good relationship with clients sending mails and greetings on special occasion like birthday wishes anniversary wishes and others.  1. **INTERNATIONAL TRAVEL HOUSE LIMITED (ITC GROUP OF COMPANIES) AUG 2009 TO FEB 2012**   **Accountant for Outbound Tour and Operation**    **Key Responsibilities:**   * **Costing:** Verifying costing towards client comparing vendor Quotations, Checking on profit percentage in costing. * **Accounts Payable:** Checking and approving vendor payments, Creation of Vendor Master Data and Vendor Group, Payments and Reconcile vendor ledgers on regular intervals, tracking and compare vendor quotations. * **Accounts Receivable:** Tracking on Submission of billing, Creation of Terms of Payment and Creation of Customer Master Records, follow up for payments, writing mail towards payment due and clarification towards deduction if any. * **Reconciliation**: Accounting and Reconcile Client and vendor Ledger on regular intervals, Accounting and computing inter branch transactions related to Reconciliation Ledger. * **MIS reports**: Generating MIS reports on total Revenue and Expenditure on the monthly basis arriving at net loss or profit of the unit. * **Statutory:** Calculating and payment of Service Tax TDS on monthly basis, Professional tax, ESI, Provident Fund on Payroll of employee’s. * **Payroll:** Maintain attendance of entire firm about 80+ employee’s, calculation leaves allowances and deductions on monthly salaries. * **Airline:** Accounting and Reconcile airline ledgers tracking on incentive, commission and Tax deducted.  1. **GREET TECHNOLOGIES ( Sister concern of Tally India Private Limited) Oct 2007 to Oct 2008**   **Process Executive for Tally Product and Customer Support**  **Key Responsibilities:**   * Product orientation and training Regarding Tally Software. * Updating and verification of customer data. * Insisting and guiding for new update release and version. * Trouble shooting regarding the activation and deactivation process. * Trouble shooting regarding any other software issues. * Assisting for Tax payments process and procedure. * Interacting throu telephone mails and chats. * Assisting the data entry procedure and view print process. * Modification and justification software according to customer requirement. * Helping with TDL software on additional requirement other than define software. * Escalating the unresolved issues and any major guideline for data recovery. * Tracking the previous interaction and assisting further for quick and faster solutions. * Updating the query report with solution given to the customer. * Following the ethics of Call opening and closing procedure. * Update and train oneself with new changes in the software and Transaction.   **EDUCATIONAL EXPERIENCE**  **Academic Qualification:**   * Master in Business Administration (Finance) : Sikkim Manipal University * B. Commerce (Human Resources) : Sri Aurobindo College for Women’s * PUC ( Commerce ) : Sri Aurobindo College for Women’s   **Technical Qualification:**   * Tally ERP and Tally 9. * English Junior Typewriting. * MS office – World, Excel & PowerPoint. * SAP FICO R/3   **ADDITIONAL SKILLS**   * A quick learner ability to establish excellent relationship at all levels. Enthusiastic & Dependable with leadership and friendly presentation skills can work well under pressure through tactful and organized approach managing time well * Confident of learning any tool in a nominal period, that is necessary to accomplish task on hand. * Work with final goal and process for achievement. * Ability to manage the tasks within the time frame scheduled by superiors. * Exposure of working with different type of industries, B2B, B2C and Corporate. * Having Exposure of different department activities as such Admin and Key Accounts Manager. * Skill of convincing, logics as a tool for negotiation, implication as a non- negotiable argument.   **Declaration:**  Above said details are true to my best knowledge, I solely accept details provided.  **Place: Bangalore**  **Date:** |
|  |