#### RESUME

Chandrahasa K Poojary

H.No. 9 – 15, “Geetha Nivas”,

Kallottu Kelamane Shirva Post

Udupi T.Q and Dist. Pincode - 574116.

Mobil No : 7829293150

E-Mail : [chandrahas\_poojary@rediff.com](mailto:Chandrahas_poojary@rediff.com)

: chandrahaspoojary15@gmail.com

**PERSONAL PROFILE:**

Father’s Name : Krishna Poojary

Date of Birth : 15.03.1986

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status : Single

Languages Known : English, Hindi, Kannand & Tulu

Marital Status : Married

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of the Organization** | **Designation** | **Year** |
| 1 | M/s U P Twiga Fiberglass Ltd,Mumbai | Time Keeper | June 2007 to Sept 2009 |
| 2 | DKI Apparel Pvt Ltd,Mumbai | Asst - Personnel | Sept.2009 to April 2012 |
| 3 | Sai Radha Group of Concern,Udupi | Accounts Assistant | June 2012 to Till date |

**EDUCATIONAL QUALIFICATION:**

**B.Com. from Managlore University in April - 2006**

**Computer skills: Diploma in Information Technology.**

***Job responsibilities :***

* Responsible for maintaining Accounting Ledgers and performed Account Reconciliation.
* To maintain the status of funds.
* Responsible for Expenditure and Collection Transactions.
* To maintain Records of Payment Information.
* Maintaining Track record of Company’s Expenses.
* Assisted In carrying out Company’s Internal Audit.
* Preparation of Profit and Loss account.
* Proficiency in Computer skills for data entry and knowledge of account software’s like Tally ERP-9.
* Recording transactions in daily basis in Tally, maintaining books of accounts.
* Preparation of online monthly challan of PF,ESIC and Labour related work
* Maintaining monthly Salary register.
* Online submission of monthly contribution and Declaration form of EPF, ESIC
* Online returns related to labour department.

***Job Description :***

* Preparation of Monthly Financial Reports, like Daily Collection Report, Monthly Petty Cash Expenditure details, Overall Due status & Refunds Statement.
* Maintaining Books of Accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement.
* Preparation of all types of Vouchers.
* Statutory work related to EPF ,ESIC and Labour Act

**DECLARATION**

I hereby declare that all the information here in above is true and correct to the best of knowledge and belief.

Date:

Place: (Chandrahasa Poojary)