Shilpa

Ph No: +91 99029 32032

Email: [shishetty75@gmail.com](mailto:shishetty75@gmail.com)

CURRICULUM VITAE

Objective:

* To seek a position that provides challenging opportunities to utilize my knowledge and skills for career growth and uplift of the organization.

Work Experience:

* Worked in V Guard distributors office as Stock In Charge cum Accountant for 6 years.
* Worked in Electrical Wire manufacturing Company for 15 years as Accountant cum Office In charge.

ROLES AND REPONSIBILITIES HANDLED:

* Maintained Accounts of Annual turnover of Rs: 15.00 Crores
* Making Bills for daily out sales as well as Purchases.
* Maintaining Daily Ledger, Cash Book, Vouchers, Bills Receivable, Bills Payable (daily Debtors and Creditors Accounts)
* Tally and ERP 9
* Sales Tax, Central Excise , Service Tax, GSRT 1 and GSTR 3B Returns filing and payments on monthly basis.
* TDS Quarterly Returns of 24Q and 27Q
* ESIC Returns and Payments
* Preparing accounts and tax returns for Annual Accounts to Auditors
* Stock Register Maintenance.
* Performed general Office Duties and Administrative Tasks
* Maintained Accounts payable functions
* Maintained All banking accounts and cash book maintenance
* Maintained Monthly Stock reports to bank and All banks Reconciliation on monthly basis.
* With good communication skill received orders from clients and customer over phone
* Ensure a clear and satisfying service to the clients and maintained a very healthy relationship with the clients and the customers
* Excel in communicating emails

COMPUTER SKILLS:

Microsoft Office, Word, Excel, Tally and Tally ERP 9.

QUALIFICATIONS:

* PASSED S.S.L.C in I st Class
* Diploma in Secretarial Pracetice in II nd Class
* B Com in I st Class

PERSONAL DETAILS:

NAME : SHILPA

AGE : 43 years

MARITAL STATUS : Married

QUALIFICATION : B Com

PRESENT ADDRESS : NO: 588, MIG I HUDCO I st Stage

Lakshmikantha Nagar, Hebbal, MYSORE – 570 017.

LANGUAGES KNOWN : kannada, English and Hindi

I declare that the information given above is true to the best of my knowledge.

Place: MYSORE

SHILPA