

Dhanya Shenay
dhanyashenay2015@gmail.com
Contact No: +91 9738179803

Address:
#57/1, Krishnappa Building,
Byrasandra,
C V Raman Nagar,
Bangalore - 560093

OBJECTIVE:

An Accounting Professional, with Four years of working experience seeking a challenging position in the field of Finance and Accounts, Taxation or Auditing and strive for excellence along with a view to expand my knowledge in various areas relevant to the organization

ACADEMIC CREDENTIALS:

EXAMINATIONS PASSED	YEAR	INSTITUTION	GRADE
B.Com (Vocational)	2011	R.B.A.N.M'S First Grade College, Bangalore	First Class
P.U.C(12 th Grade)	2008	Sacred Heart Junior College, Bangalore	First Class
S.S.L.C(10 th Grade)	2006	Sacred Heart Girls High School, Bangalore	First Class

COMPUTER AND SOFT SKILLS:

Database : Tally ERP 9, MS Office & MS Excel etc.,
Knowledge in operating Winman Software

Core Strength:

- Good communication and Inter personal skills.
- Problem solving abilities.
- Motivated, dedicated and Productive
- Positive attitude, Strong Determination, Dedicated towards work, Quick learner.

PERSONAL PROFILE:

Name	Dhanya Shenay
Date of Birth	29 Dec 1989
Husband's Name	Shenay V G
Gender	Female
Nationality	Indian
Languages Known	English, Malayalam, Kannada, Tamil, Telugu, Hindi

ACHIEVEMENTS:

- (1) Was the college topper during the academic year 2009 – 2010 and even during 2010 - 2011
- (2) Won Prizes in Cultural Activities such as dance, skit, drawing and so on
- (3) Won Prizes in Athletics
- (4) Won prizes in Inter Collegiate Competition.
- (5) Selected as President for YSM / YCM.

HOBBIES:

Listening to Music, dancing, drawing and playing indoor and outdoor games.

WORK EXPERIENCE:

- **NARNOLY & ASSOCIATES, BANGALORE (KA)**
Sept 2016 to Jan 2020.

DETAILED DUTIES AND RESPONSIBILITIES

- Income Tax computation and return filing of various clients (Individual, Partnership Firm, Pvt Ltd Co., Trust)
- Preparing & filing GST returns (Goods and Service Tax, earlier known as VAT and Service Tax) for various clients.
- Responsible for finalization of books of accounts of various clients.
- As a team member providing Finance Consultancy services to client.
- Preparation of projections for long term and short term loans.
- Responsible for various audits of clients including Statutory Audits and Tax Audits.

- Preparation and execution of the legal and other necessary documents required by the Bankers/FIs.
- Filing TDS returns for various clients.
- Preparation and registration of Partnership Deed, GST registration, LLP Registration so on...
- Perform analytical review of the financial statements along with the variance analysis of the Profit and Loss account and the Balance Sheet, trend analysis and ratioanalysis.

➤ **Company Name** - Standard Chartered Bank

Designation – CSO

Duration – 29th April 2013 to 2nd Oct 2014

Role – Assisting customers by resolving issues related to credit card by taking request and complaints.

➤ **Company Name:** Verifacts Services Private Limited

Designation: Analyst

Duration: 6th July 2011 to 25 March 2013

Role: Doing a background check on Education details of the candidates hired by the clients (MNC's).

Responsibilities: Helping the clients in hiring the candidates with a proper and clear background.

Maintaining the confidentiality of the client details and ensure the verification is done accurately by proper probing into the details mentioned by the candidate on Candidate's Declaration Form.

Carrying a good relationship with the Institutions, Colleges, Universities whom we contact and take up verification and in turn help the organization to carry out its process of verification in a continuous and smooth manner. On whole ensure that the clients hire the right candidate at the right time for right position.

DECLARATION

I declare that the above-mentioned details are true to the best of my knowledge.

I shall be highly grateful if you could provide me with an opportunity to grow with your organization. I will be looking forward to hear from you soon and will consider it's a great privilege to be part of your company.

Thanking you,

Yours faithfully,

Date:

Place: Bangalore

DHANYA SHENAY
(Signature)