



Madhushree H G

Details

Bangalore
India
8310815004
shreemadhu224@gmail.com

PLACE OF BIRTH
Mysore

Skills

Microsoft Office
Ability to Work in a Team
Organizational Skills
Communication and Presentation
Ability to Learn Quickly
Excel

Links

[Madhushree](#)

Software/ ERP Skills

- Tally Prime
- Microsoft Dynamics 365-Business Central
- Quick Books
- MS Office Tools

Languages

English
Kannada
Hindi

Professional History

Accounting and Audit associate, KSS & Co. Chartered Accountants, Mysore

SEPTEMBER 2018 – MARCH 2021

Responsible for audits, meeting with clients, presenting ideas, working with the team effectively on various audits

Audit:

- Statutory Audit
- Concurrent Audit
- Internal Audit
- Due Diligence

Taxation:

- Direct Taxation
- Performed tax audit u/s 44AB for Firms & Individuals
- GST Audits and Accounting
- GST Audits and Accounting

Accounting:

- Maintaining books of accounts, Cash & Bank Management
- Calculation, remittance and filing of statutory dues like PT
- Accounts Review
- Accounts receivables and payables ageing and reconciliation

Junior Accounts Officer, Amrita school of arts and sciences college, Mysore

APRIL 2021 – APRIL 2022

- Responsible for maintaining books of accounts in Tally ERP9 software
- Reconciliation of Cash & Bank statements.
- Cash flow management
- Preparing necessary reports to keep a track of all payables and receivables

Accounts and Finance Executive, Vital Paper International Pvt Ltd, Bangalore

MAY 2022

- Factoring entries and banking entries
- Debtors ageing report generation
- Loan outstanding report analysis
- Average interest rates calculations
- Experience in Navision 365 business central
- Preparation of reports regarding import and export

Education

MBA (Finance & HRM), Jain University, Bangalore

OCTOBER 2021 – OCTOBER 2023

Master Of Commerce, Amrita Vishwa Vidyapeetham (Deemed University), Mysore

JUNE 2016 – JUNE 2018

JSS College For Women, Bachelor Of Commerce, Mysore

JULY 2012 – JUNE 2015

Diploma in Human Resource, JSS College for Women, Mysore

MARCH 2012 – MARCH 2015

Certifications

Certified in International Business - Issued by Vital Paper International Pvt. Ltd