

## **CURRICULUM VITAE**

**MAMATHA H.N**

#113,1<sup>st</sup> Main Road,  
Swami Vivekananda Layout,  
Muthanallur cross,  
Bangalore 552125

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Contact No: +91-9741781273

### **CAREER OBJECTIVE**

To Work with an organization where to take up a challenging carrier in the organization, where I can contribute to the best of my skills and efforts for the growth of the company and to expand my horizons to face real life problems and gain in to the working of large organization.

### **SUMMARY OF QUALIFICATIONS**

- Overall 6.5 years of working experience in Accounts and Finance department.
- Hands on experience in ensuring accurate general ledger posting and responding to vendor & Customer queries.
- In depth knowledge of acting as back up to all accounting unit functions.
- Working knowledge of Microsoft Office applications
- GST offline and Online return process.

### **ROLES & RESPOSIABILITY HANDLED: -**

- Accounts Payable & Receivables.
- Handling Branch Accounts.
- Preparing of MIS reports.
- Cash Management & Verification of petty cash.
- Preparing BRS in accurate manner.
- Maintaining & Reconciliation of daybook, employees, vendor, Contractors and Customer account ledgers.
- Payment to vendors to be made through NEFT/RTGS as per the agreed terms.
- Preparation of statutory compliances reports, payment filing returns viz., GST, TDS, Income Tax, Professional Tax, ESI, Provident fund etc.
- Handling Accounts team with regular day to day activities
- Banking operation and Co-ordination.
- Co-ordination with statutory Auditors, tax consultants etc.
- Work closely with the Finance manager to ensure smooth functioning of Accounts & Finance functions.

**SPECIAL SKILLS**

- Proficient in excel spreadsheets and accounting software- TALLY
- Team oriented with high attention to detail
- Ability to deal effectively with month end closing deadlines
- Strong analytical and accounting skills
- Ability to work independently and as part of the team and take on new tasks with high level of difficulty.
- Quick learner with high level of initiative.

**PROFESSIONAL EXPERIENCE: -****➤ Utility Projects & Services Pvt Ltd**

No. 5, Maruthi Complex, 3rd Floor, 9th 'B' Main,  
Banaswadi Main Road, Bangalore 560043

**Designation: Senior Accounts Executive**

- Duration: Sep'2017 to till date

**➤ Tansi motors Pvt Ltd**

No. 814, 708, Varthur Rd, opp. Laughing Waters,  
Whitefield, Ramagondanahalli, Bangalore 560066

**Designation: Accounts Executive**

- Duration: Jul'2016 to Sep'2017

**EDUCATION PROFILE:**

B.com from GFGC College, Bangalore University in 2011.

PUC from Swamy Vivekananda college in 2008.

SSLC From Sri Siddaganga school in 2006

**PERSONAL INFORMATION:**

- Name : MAMATHA H N
- Date of Birth : 11/07/1991
- Current Address : #113,1<sup>st</sup> Main Road,  
Swami Vivekananda Layout,  
Muthanallur cross, Bangalore 552125.
- Languages known : English, Kannada and Telugu.

Please consider my application and provide me an opportunity to serve in your organization.

**DECLARATION:**

I hereby declare that the above said particulars are true and correct to the best of my knowledge.

Yours faithfully

(MAMATHA H N)