

## **RAMYA M**

# 37, Kamala Nivas,  
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## **OBJECTIVES**

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

## **Preferred Work Location – Chennai**

## **Corporate Experience – 11 years**

### ➤ **Previously worked Organizations**

1. Worked as Clerical assistant in M/s. Dias & Associates, Chartered Accountants from June 2011 to February 2012.  
*(Worked in client place - Madura Fashion & LifeStyle, A division of Aditya Birla for 4 months maintaining & reconciling stock in SAP software)*
2. Worked as Clerical assistant in M/s. Mani & Subbaiah, Chartered Accountants from March 2012 to June 2012 in Chennai. (Part time)
3. Worked as Associate in Edutech Publishing Private Limited July 2012 to September 2012.
4. Worked as Articled assistant in M/s. M/s. Sreenivasan & Govardhan Chartered Accountants from September 2012 to July 2014.
5. Worked as Accountant in Gizmocode Techsolutions LLP from July 2014 to April 2015.
6. Worked as Articled assistant in M/s. Udupa Poojari & Sadashiva Chartered Accountants from May 2015 to August 2016.
7. Working as Sr. Manager - Accounts in M/s. Morph Digital Solutions Pvt Ltd from September 2016 to till date.  
***(Handling of Accounts, Admin and HR independently)***

## **Software Skills**

- Microsoft office
- TALLY ERP9, Tally Prime

## **Positive Strengths**

- Adaptable
- Hardworking
- Good communication skills

### **Duties and Responsibilities:**

- Maintaining Multiple company Accounts
- Recording day to day transactions in Tally and maintaining in MS Excel
- Handling Employees salary statement.
- Making letters related to employees.
- Maintaining all the data up to date and submitting the reports monthly.
- Maintaining stock details and verifying.
- Creating Invoices, preparing cheque.
- Maintaining petty cash.
- Maintaining financial security by following internal controls.
- Preparing payments by verifying documentation and requesting disbursements.
- Cash handling with cash vouchers details.
- Calculating Tax monthly and making the payment.
- On online transfer, entering the transaction of bank details manually and maintaining in excel.
- Following up with the clients for the payments.
- Maintaining all the ledgers.

### **Educational Qualification**

<b><u>Sl. No.</u></b>	<b><u>Qualification</u></b>	<b><u>Name of the institution</u></b>	<b><u>Year of passing</u></b>	<b><u>Percentage</u></b>
1.	S S L C	Holy faith public school, Bangalore.	2005-2006	63%
2.	P U C	Govt PU College, Jahahalli	2007-2008	74%
3.	B.COM	Govt First Grade College ,Yelahanka	May 2011	67%

### **Personal Details**

- Date of Birth: 21<sup>st</sup> March, 1991
- Languages known: English, Kannada, Tamil, Hindi & Konkani.
- Hobbies: Listening to Music, doing craft works

**I certify that the information given above is true, complete and correct to the best of my knowledge and belief.**