

LAKHSMI S

SUMMARY

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

EXPERIENCE

Accountant, 06/2017 - Current

Attivo networks Secutirty India Pvt Ltd-S1 - Bangalore, India

- Generated quarterly financial reports to detail company revenues and expenses.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Reviewed and approved tax returns and departmental expense reports.
- Used accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Helped departmental managers develop and optimise inventory controls.
- Calculated, prepared and filed payroll taxes for clients.
- Reported on operating income, expenses against budgets and forecasted trends.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Reconciled monthly bank statements and resolved discrepancies.

Articled Assistant, 06/2014 - 06/2017

Ramraj & Co, - Bengaluru



CONTACT

Address: Bengaluru,India,560080

Phone: 9686535906

Email: lakshmis.bhoomi@gmail.com

SKILLS

- Bank reconciliations and balancing
- Customer relations
- Organisational strengths
- Advanced computer proficiency (PC and Mac)
- Payment processing
- Pension submissions
- Account reconciliation
- Effective time management
- Accounting and bookkeeping
- A/P and A/R reconciliations
- General ledger accounting
- Payroll processing
- GST returns
- TDS payments
- Tax filing
- Professional tax payments

- Closed accounts monthly, submitting all reports within deadline periods.
 - Accurately applied rates, laws and regulations to tax computations for client accounts.
 - Troubleshoot customer queries directly with clients over the phone and via email.
 - Communicated internally with team members and employees across multiple departments and accounting to maintain accurate circulation and billing data.
 - Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
 - Resolved vendor and employee enquiries about invoices and purchases quickly through research.
 - Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
 - Tracked employee time and attendance for payroll.
 - Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
 - Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
 - Resolved vendor and employee inquiries with excellent tax and finance knowledge.
 - Maintained accuracy when reviewing and reconciling general ledger.
 - Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
 - Reconciled Purchase Orders (POs) to produce accurate inventory reports.
 - Chased missing transactions to help facilitate timely payments.
 - Prepared month-end closing entries for detailed reporting and record keeping.
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EDUCATION

Bachelor of Commerce, 2013

Maharani Lakshmi Ammanni College For Women - Bengaluru, KA

ADDITIONAL INFORMATION

- Knowledge about tally accounting software.
- knowledge about NetSuite.
- Ability to learn and work with new accounting system.