

SUMATHY N

sumathysuma071090@gmail.com | +91 80508 48329 | Bangalore, Karnataka, India

SUMMARY:

Six months of work experience in Merchant eco systems in banking process.

Nine years of work experience involving processing invoices, TDS calculation, Bank reconciliation, maintain of general ledger, Payments to vendors, Statutory payments, Passing journal entries in tally.

SKILLS:

- Handling customer queries related to Merchant EcoSystems
- Providing payment and collection solutions of Current account
- Computer Basics, MS-word, MS-excel & Tally ERP9.0

WORK EXPERIENCE:

ICICI Bank Limited | Bangalore, Karnataka, India.

Deputy Manager / Grade I: Solution Manager

15-03-2023 to 18-10-2023

Job Responsibilities:

Handling customer queries related to Current account

Providing payment and collection solutions of current account clients

Visiting new clients for business expansion

The payment solutions include bulk and single payment

Updating day to day business activities to the Reporting Manager

New Horizon College Of Engineering | Bangalore, Karnataka, India.

Accounts Executive

12-06-2012 to 30-11-2021

Job Responsibilities:

Preparing vendor reconciliation statement

Handling office petty cash for daily transaction

Handling Purchase & Sales Accounting

Reconciliation of Daily sales report

Maintaining Branch A/c and interbank & interbranch transactions.

Payroll (with ESI / PF / PT details).

Statutory payments (TDS, Service tax, Income tax, GST).

Maintaining daily cash transactions.

Maintaining bank receipt and payment vouchers for accounting purpose.

Preparation of Bank reconciliation Statement.

Follow up of outstanding payments from sundry debtors.

Arranging on time payment to vendors.

Preparing foreign remittance for overseas agents.

Preparing books of accounts in tally & excel.

Qualification:

Degree:

New Horizon College | Bangalore University

B. Com In Finance

Graduated in 2012 with (82%)

PUC:

New Horizon College | Bangalore University

Passed out 2009 with (91.16%)

S.S.L.C:

Little Flowers School |

Passed out 2007 (89.92%)

Hobbies / Interests:

Reading books, Singing, Watching TV.

Linguistic Proficiency:

Reading & Writing: English, Kannada & Hindi.

Speaking: English, Kannada, Hindi, Telugu & Tamil.

Strength:

Positive Attitude, hardworking and ability to work under pressure

Ability to reach goals

Leadership quality

Attributes / Abilities:

Excellent interpersonal and communication skills
Self-motivated, methodical and process driven
A team player, continuous learner and proactive
Tenacious, independent and willing to take the initiative

Personal Details:

Father Name: Narayana K

Date of Birth: 07-10-1990

Sex: Female

Marital Status: Married

Nationality: Indian

Religion: Hindu

Address: No: 1, 2nd floor, 11th cross, Lakshmipuram, Halasuru Bangalore - 560008.

Objectives:

- λ To be a successful mass communications person in an organization which provides me opportunities to realize my potential to the fullest and also helps in meeting mission and vision of the organization.
- λ To achieve greater heights in life.
- λ Not only be a good accountant and communicator but also want to serve the society.

Declaration: I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Thanks & Regards,

(Sumathy N)

Date:

Place: