

YASHODHA. R

Sr. Account Executive – Finance & Accounts Four and half Years' Experience

OBJECTIVES:

Looking for a challenging Career and willing to provide total support to the company to achieve strategy goals and communications, and to provide effectively delivering accounting services which will enhance the company's purpose and profitability.

CONTACT:

Phone // +91-9916280142
Email // cayashu1@gmail.com
Location // Bangalore-Karnataka.

HIGHLIGHTS:

☐ Cash Management	☐ Payroll management
☐ Vendor Management	☐ Reconciliation
☐ Payable & receivable	☐ Supporting's for Auditors

WORK EXPERIENCE:

March 2022 – Till date:

Audun Infinity Ventures Private Limited

[Energy drink Distribution company Bangalore]

Sr. Account Executive – Accounts Section [PAN INDIA]

- Bank Receipts, Payment entries on daily basis and reconciliation,
- Purchase and sales invoices accounting,
- Receivables & Payables Reconciliation,
- Statutory compliance i.e., PT, TDS and GST,
- Form 2A & Form 2B Reconciliation,
- Direct and indirect expenses booking,
- Maintenance of Book Keeping,
- E-way bill Generation
- Taking care of complete Account section.

June 2019 -Feb 2022:

Deliveryontime Logistics Private Limited- Bangalore

Sr. Account Executive – Finance & Accounts

- Verification & accounting of purchase invoices and reconciliation
- Analysis & Reconciliation of outstanding AP
- Verification & accounting of Credit card reconciliation
- Verification and accounting of employee expense claims Pan India
- Verification and entry of Receipts from customers accounting Pan India
- Prepare & submit monthly reports of Billing.
- AR/AP report
- Bank reconciliation statements
- Salary Reconciliation
- PAN India Petty cash maintenance and Reconciliation

Feb 2018 –May 2019:

**S M R K & Co, Chartered Accountants
FOR Deliveryontime Logistics Private Limited– Bangalore
Paid Assistant – Finance and Accounts**

- Booking all invoices in systems on a daily basis by considering the input for VAT and deducting TDS.
 - Making the payment based on the Fund flow.
 - Making statutory payment like VAT, PF, ESI, PT.
 - Monthly online returns filing of VAT, PT and TDS.
 - Making provision for the expenses in month end.
 - Bank reconciliation.
 - Follow up the all service and other bills like Electricity from PAN Indiabranches.
 - Process journal entries and perform corrections to ensure accurate records
 - Supporting the auditors to do the Internal Audit. Preparation and input of month end journal vouchers.
 - Expertise in preparing of weekly Bank, Daily cash reports.
- Experienced in preparation of debtors & Creditors Outstanding list and reporting to Management.

IT SKILLS:

- Microsoft Word- [TYPING SPEED IS 20 WPM]
- Microsoft Excel- [HLOOKUP, VLOOKUP, SUMIF, AVERAGE, & TRIM]
- Tally ERP9 And Tally prime.
- Saral TDS application software

EDUCATION:

Professional Course:
Chartered Accountant (CA)- Internship completed in Sept 2015.

B.B.M Completed in 2011
KUVEMPU UNIVERSITY

PERSONAL DETAILS:

NAME	: YASHODHA D/O REVANAPPA
DOB	: 20-05-1991
MARITAL STATUS	: SINGLE
NATIONALITY	: INDIAN
LANGUAGE KNOWN	: KANNADA, ENGLISH, TELUGU AND HINDI