

Anupama Harisarvottam

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Synopsis:

I am a 49-year-old married woman, based in Bangalore. I have about 23 years of work experience in customer support, office administration and complete accounting functions including Goods and Services Tax (GST). I am a stable and dependable resource.

Professional Profile:

I am an enthusiastic professional well versed in accounting and office administration roles. I am quick to grasp new ideas and implement best industry and professional practices based on my experience. I am methodical and work with an eye for detail. I constantly look out for areas of improvement in processes and practices. I work well within a team and also independently.

Current Work Profile:

Accounts and administration in charge at **DCNet Solutions India (Pvt) Ltd**
(Feb 2015 – 08th September 2023)

Handling complete accounting functions such as vendor management, payroll management, credit card and bank reconciliation statement, calculation and payment of TDS. Generation annual financial reports such as branch wise P&L accounts.

- Handling complete GST-related tasks beginning from registration, regular filing of sales returns.
- Handling all local purchases, generation of purchase orders and releasing payments.
- Handling all day-to-day banking-related transactions of the organization.
- Human Resources related functions such as interviewing candidates, issuing offer letters and preparation of joining and relieving documents.
- TDS, PT ESIC, PF payments and filing

Past Work Experience:

1. Accounts and administration in charge at **Ethnus Consultancy Services** (July 2011 – 30th December 2014)
 - Procurement of office stationery and equipment.
 - Arranging travel and accommodation for the company associates.
 - Handled entire accounting functions such as vendor and freelancer payments, payroll management, credit card and bank reconciliation statement, calculation and payment of TDS, payment and filing returns of professional and service tax.
 - Preparation of pre-training cost estimation and post-training cost analysis report.
 - Generation of region-wise ABC (activity-based costing) report for Operations, Market and Training divisions.

2. Coordinator at **Ground Realities** (February 2007 - June 2011)
 - Receiving customer calls.
 - Data management of requirement and availability of properties.
 - Assignment of work to executives.
 - Generation of reports and data processing.
 - Posting of advertisements (in internet and print media).
 - Documentation and file storage.
 - General office management.

3. Administration Assistant at **Wipro Technologies** (Feb 2005 – Dec 2006)
 - SAP.
 - Data entry and processing.
 - MIS and reports.
 - Mail management.
 - Vendor management.
 - Procurement of business cards.
 - Signages, House keeping materials, nameplates and stationery.
 - Vendor bill processing and followups.
 - Other responsibilities as follows:

Board Operations:

- EPBAX Telephone
- ISD and STD request processing

- Enquiry and help desk

House keeping and Hospitality:

- General cleanliness
- Cafeteria Management
- Coordinating official events and it's management
- Booking meeting Halls
- Snacks/Lunch arrangements during meetings/client visits.
- Event management during company events.

Travel Desk:

- Employee /Client cab bookings
- DTR bus and Train bookings

4. Executive secretary to CEO of **Lama Herbals Private Limited**, Kolkata
(Group company of Baidyanath Auyrvedic Company (1999-2009))
 - Sales Management with Sales Team
 - Customer Coordination and supply management to about 150 dealers in states of Bengal, Bihar and Assam.
 - Monitoring of Sales Collection.
 - Maintaining Book of Accounts and Inventory Management.
 - Production and Purchase Planning for the Factory.

Educational Qualification:

Computer Proficiency and Software:

- MS office (Word, Excel, PowerPoint etc.,)
- SAP
- Tally
- Quick Books
- Zoho

Languages Proficiency:

- English- Speaking, reading and writing
- Hindi - Speaking, reading and writing
- Kannada- Speaking, reading and writing
- Telugu – Speaking only
- Marathi – Speaking only

