

## CURRICULUM VITAE

**SOWMYA . K . N**

#410, KSCB Quarters

Jai Bhuvaneshwari nagar

Bangalore-560096.

**Mob :** 7204077394

**Email :** knsowmya49@gmail.com

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### **Objective:**

To be a part of your reputed organization with high working culture that is professionally satisfying, scope for learning and promises growth prospects.

### **Work Experience:**

- I.** Currently working as an **Accountant** in Specmed Lifesciences Pvt Ltd.
- II.** Completed **CA Article-ship** from BVC & Co Sadashivanagar Bangalore.
- III.** Worked as an **Accountant Executive** in COCOON APPARELS Bangalore.
- IV.** Worked as **Tally Trainer** in Systems Domain, Vijay Nagar Bangalore.

### **Roles & Responsibilities: Tally 9**

- General Accounting.
- Bank Reconciliation.
- Debtors and Creditors Reconciliation.
- Month end books of accounts closing entries.
- MIS Knowledge.
- Receivables and Payables Management.
- Preparation and Filing of GSTR1 and GSTR3B returns.
- Verifying Petty Cash, & Passing Final J.Vs.
- Handling Import & Exports bill.
- Mails Conversations.
- Tally entries like sale ,purchase & bank entries.
- ESI,PF and PT Knowledge.
- TDS calculation,TDS payment and Quarterly Returns Filing.

### **Education:**

- Master of Commerce (M.COM) 2016-17

Government First Grade College, Vijaynagar, Bangalore.

➤ **Bachelor of commerce (B.COM) 2014-15**

Sheshadripuram Evening Degree College ,Bangalore.

University : Bangalore University

➤ **Pre University College(PUC)2005-06**

Ambedkar First Grade College

➤ **Karnataka Secondary Education Board (SSLC) 2003-04**

Bangalore Public School, Bangalore

**Computer Skills:**

- MS Office ( MS-Word, MS-Excel and MS-Power point )
- Tally 9ERP,

**Personal Information:**

Date of Birth : 28/09/1989

Gender : Female.

Language : Kannada, English, Hindi, Tamil and Telugu

Nationality : Indian.

Personal Strength: Self-confident, patience, honest and  
Comprehensive problem solving capability

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: Bangalore

**(SOWMYA.K.N)**