

# SHREESHARMILA M

- **Date of birth:** 31/10/1990 • **Nationality:** Indian
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## Profile

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Highly motivated and detail oriented Accounts and finance executive possessing 3+ years of experience in daily and monthly accounting processes to properly record and classify financial transactions for Operations Accounting.



## Work Experience

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08/2012 – 08/2013  
Chennai, India

### **Accounts Assistant Sahara Express Cargo Service Pvt Ltd**

- **Maintaining day to day activities which deals with**
  - Cash Handling
  - Reviewing the Cash and Bank Balance
  - Communicate with other branches regarding cash
  - Processing the Cheques
  - Withdrawing the Cash, Submission of Cheques in the bank
  - Preparing Bank Reconciliation
  - Maintaining manual attendance of the Staffs
  - Reviewing the bills, Preparing the Payment Cheques
  - Processing the Invoices
  - Preparing the Bank Statement
  - Maintaining the Cash book
- **Monthly Preparation of**
  - Outstanding Payments & Receipts
  - Service Tax Cenvat(Payments) & Service Tax(Receipts)
  - Payment Cheques for Outstation & Creditors
  - Salary Statement & also for branches
  - Maintaining Salary Register Monthly
  - Submission of Service TAX, Electricity Bill & Telephone Bill
  - Maintaining & Accounting in Tally ERP 9

06/2016 – 11/2018  
Chennai, India

### **Finance & Sales Executive Emayam Industries Pvt Ltd**

- Participated 15 days Induction Program at KUS China (2016)
- Acquired in-depth product knowledge and its process (Fuel Level Sensors, Adblue Tank & Adblue Sensors)
- Participated Bauma Conexpo India at Delhi
- **Maintaining day to day activities which deals with**
  - Cash Handling
  - Reviewing the Cash and Bank Balance
  - Withdrawing the Cash
  - Reviewing the bills, Preparing the Payment Cheques
  - Processing the Cheques
  - Online Transactions
  - Processing monthly salary to all staffs
  - Maintaining accounts for Emayam Industries, Emayam Travels and KUS India Pvt Ltd
  - Managing records and receipts



## Work Experience

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Reconciling daily, monthly and yearly transactions  
Developing an in-depth knowledge of organizational products and process  
Providing customer service to clients  
Maintaining & Accounting in Tally ERP 9



## Internship

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04/2011 – 12/2012  
Coimbatore

### Suguna Poultry Farm Ltd

A study on the Financial Performance of Suguna Poultry Farm Ltd. Helped in determining the financial position of the company. Created SOP (Standard Operating Procedure) for Suguna hatchery, Suguna processing plant and Suguna feed mill.



## Skills

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### – LANGUAGES (EXAMPLE)

English (example)

Tamil

Telugu

French

### – COMPUTER SKILLS (EXAMPLE)

Tally ERP 9 Version



## Volunteering

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Participated in NSS Activities during college & school days  
Active member of National Entrepreneur Network (NEN)



## Education

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06/2010 – 06/2012  
Coimbatore, India

**MBA (Finance & Marketing)**  
**Bharathiar School of Management & Entrepreneur Development**

06/2007 – 06/2010  
Pollachi, India

**B.Sc Computer Science**  
**Nallamuthu Gounder Mahalingam College**



## Certificates

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**Diploma in Maintenance of Hardware and Networking with I class.**

Completed PGDCA with Distinction