**CURRICULUM VITAE**

**SHWETA S HEGDE**

#187/1, 3rd Floor,

Ganapathi Nagar,

Hosakerehalli Main Road,

Mysore Road,

Bangalore - 560026.

**Mobile : 8792720220, 8494948212**

**E-mail:** [**shwetu719@gmail.com**](file:///C:\Users\Rajesh\AppData\Local\Temp\shwetu719@gmail.com)

**Objective:**

To become a leading management professional through continues improvement of my knowledge & skills with application of innovative practices to achieve professional recognition through challenging assignments in a learning organization.

**Experience Summary:**

**Pierian Services** January 2013 to September 2014

Worked as **Account Executive**, with following responsibilities-

* Preparing employees Reimbursement statement, Employee Loans schedule and passing necessary entries.
* Communicating with Banks and Preparing Bank Transfer, Forward Contract, FIRC and Conversion letters.
* Preparing and Filing Softex forms.
* Preparing BRS and tracking the Cash Position & Bank Position limit.
* Passing entries for Credit Cards settlement transactions.
* International travel visa– Workings and passing Entries.
* Applying for Import Approval under STPI Regulations.
* Preparing ESOP
* Preparing E-Sugams

**South Eastern Road Ways.** June 2012 to January 2013

Worked as **Executive Accounts** with the following responsibilities.

* Handling Banking transaction, reconciliation of Vendor Accounts, & Customer Accounts in a month cycle.
* Disbursement of Petty Cash expenses in accordance with Company’s policies.
* Preparation of Receivables ageing report in a monthly basis.

**Technical and Operational Skills**

* Working Knowledge of QuickBooks, Microsoft AX Tally 9.0, 7.2 and MS office Tools.
* Sincere, Hardworking, Ability to handle multiple tasks individually or in team.
* **Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College/School** | **Exam** | **Board/University** | **Year of passing** | **%of Marks** |
| M.G.C.M High School, Siddapur Tq, , Uttar Kannada Dist. | S.S.L.C | S.S.L.C Board | 2005-06 | 75% |
| Vidyodaya PU College, Sirsi Tq, Uttar Kannada Dist. | P.U.C | Pre University | 2007-08 | 60% |
| M.G.C Arts & Commerce &G.H.D Science College, Siddapur. | B.Com | Karnataka University | 2010-11 | 70% |
| Pursuing | M.com. | KSOU Mysore | 2013-15 |  |
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**Personal Details:**

**Date of Birth & Age:** 07.11.1990

**Gender:** Female. **Nationality:** Indian. **Languages known:** Kannada, English and Hindi. **Interest & Hobbies:**  Cooking, Listening music.

**Permanent Address:**  D/o Sripada M Hegde

Post Alavalli,

Siddapur Ta,

Uttar Kannada Dist

Karnataka – 581322.

**Declaration**

I here by that the above furnished details are true to best of my knowledge & I am keen in working in a challenging atmosphere where I could learn.

**Date:** Yours Faithfully,

**Place:** Bangalore **Shweta S Hegde**