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| --- | --- | --- | --- | --- | --- |
| **Samriddhi Shetty** | | | **Address** | **:** | 1020/D, Vijay Bank Colony |
|  |  | 9th Main ,3rd A Cross |
|  |  |  |  |  | Bangalore – 560076. |
| **Mobile No.** | : | 9731628349 | **E-Mail Id** | **:** | Sammi.shetty@gmail.com |

**Objective:**

* To work for an organization where I can use my accounting expertise to prepare fair and accurate financial documents for the organization.
* Intend to work in an environment that enhances my skills and motivates me to utilize my potential to the fullest extent to contribute to the company both individually as well as a team.

**Experience Summary:**

Overall Experience: 4+ years in Accounting & Reporting functions.

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| **Organization** | **Team** | **Designation** | **Duration** |
| Suparjit Engineering Private limited | Accounting & Finance Team | Senior Assistant - Accounts | 20th Apr 2015 to 16th Nov 2017 |
| Solidus Hi tech products Private Limited. | Accounting & Finance Team | Account Assistant | 28th Jan 2013 to 17th Apr 2015 |

**Skill Set:**

* Strong Mathematical and Statistical knowledge to ensure error free calculations.
* Brilliant time management and organizational skills that helps to complete the given tasks promptly and correctly.
* Detailed knowledge about accounting principles, accounting standards, book keeping procedures and office practices.

**Accounting Software & ERP:**

* Oracle Applications, SAP
* Tally Accounting Software version 9.0
* MS-Office (Excel, Word, PowerPoint)

**Academic Qualifications:**

* Bachelor of commerce, 2012 from Mangalore University

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Qualification** | **University/Board** | **Institution** | **Year** | **Percentage** |
|
| Bachelor of commerce | Mangalore University | Saint Mary Syrian Degree College. | 2012 | 65% |
|
|
| P.U.C | Karnataka PU Board | SriDurgaparmeshwari Temple pu College | 2009 | 63% |
|
|
| S.S.L.C | Karnataka State Secondary Edu. Board | Govt Junior High School | 2007 | 76% |

**Organizational Experience:**

**Suparjit Engineering Private limited, Bangalore**

**Designation: Senior Assistant-Accounts** **(20th Apr 2015 to 16th Nov 2017)**

* Prepare and maintain various supporting documents like bills, receipts, vouchers, invoices, purchase order.
* Raising credit & Debit memos
* Managing Accounts Payable, Accounts receivable and General Ledgers.
* Preparing Cash/Bank Vouchers.
* Preparing GRN, Bill Booking.
* Preparing Bank Reconciliation Statements.
* Monthly Sales Workings for Excise.
* Vat -100 Working.
* Handling work related to monthly billing and sales report like Sales Abstract, Customer wise Sales.
* Checking quarries before making payment to the vendors.
* Follow up Debtors Outstanding and Collection.
* Statutory Forms Collection -C Form/ H Forms.
* Daily updating Sales Reports to the management.
* Coordinating with seniors in Finalization of Accounts.
* Managing the Internal and External mail functions.
* Full Filling of Audit Requirements Internal and External Auditors.
* Asset Reconciliation: Cross checking of Physical Assets with Assets shown in the books of accounts.
* GSTR Working

**Solidus Hi tech products Private Limited. Bangalore, India**

**Designation: Account Assistant** (**28th Jan 2013 to 17th Apr 2015**)

* Prepare and maintain various supporting documents like bills, receipts, vouchers, invoice.
* Raising credit & Debit memos
* Managing Accounts Payable, Accounts receivable and General Ledgers.
* Preparing Cash/Bank vouchers and entering it into SAP.
* Preparing Bank Reconciliation Statements.
* Handling work related to creating Item master data, Bill of material, Sales order and Inventory transfer in SAP
* Daily updating Sales Reports to the management.
* Coordinating with seniors in Finalization of Accounts.
* Managing the Internal and External mail functions.
* Full Filling of Audit Requirements Internal and External Auditors.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Husband Name**  **Date of Birth** | :  : | Manoj Shetty  30th July 1991 |
| **Gender** | : | Female |
| **Marital Status** | : | Married |
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|  |  |  |
|  |  |  |

**Declaration:**

***“I hereby declare that the above information's are true to best of my knowledge.”***

Date: Regards

Place: **(Samriddhi shetty)**