SOWMYA VENKATESH

Mob: **9880506743** E-Mail: [**sowmya4367@gmail.com**](mailto:sowmya4367@gmail.com)

# CARRIER OBJECTIVE:

To peruse a challenging career in a progressive environment where learning, innovation and creativity are encouraged, where my skill set can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.

# Work Experience

# Prasara Innotech Pvt Ltd.

POSITIONS OF RESPONSIBILITY

* + Records incoming purchase requests, creates and routes purchase requisitions for buyer approval.
* Generates purchase orders and routes for Finance approval.
* Monitors Procurement shared mailboxes and responds to PO follow up requests.
* Tracks credit/purchase card activity and limits.
* Work with suppliers, manufacturers and internal departments.
* Maintain a database of approved suppliers.
* Build and maintain relationships with suppliers and vendors.
* Coming up with innovative ways to find gaps for cost-saving and cost-cutting without compromising on promised quality.

# Previous Work Experience

* Working in VENKATESHWARA ENGINEERING WORKS as an Accountant from Oct 2016 to May 2018.
* Tally Entries, Creating Invoice, validating purchase order, maintaining daily expenditures are the daily Major Activities.
* Tally - Sales Entry, Purchase Entry, Journal Entry, Creating Ledger Accounts.
* Sales Entry – Verifying the details of the orders from Seed software, uploading the contents into Tally such as Invoice No, DC No, Date, Description, Qty, Rate and Amount as per applicable GST rate.
* Purchase Entry – Entering the details of the Items purchased for the Company in Tally such as Invoice No, Date, Description, Qty, Rate and applicable GST Rate for their item.
* Journal Entry – Cash Entries for Miscellaneous Sales or Purchases. Maintaining Payment voucher book (Fuel Expenses, Labor Jobs, and Maintenance Expenses etc.).
* Creating Ledger Accounts for New Customers – Entering Details Such as Customer Name, Address, and Type of Account.
* Removing the Payment details after receiving the payment advice Copy of customers in Tally. Also, in Pending payment list Excel Sheet.
* Verifying Attendance Details in Innovation Software on Daily Basis. In case of Discrepancy, informing the details to Shift In charge.
* Preparing E-way Bill As per the Invoice Details in GST Portal.
* Arranging the Transportation for Finished Goods and Shipping them to Customer.
* Floor Support for the Senior Accountant, maintaining Records for Daily Wages, Monitoring Login and Logouts.
* Preparing Invoice for Aeronautic parts for HAL, IMPL, Toyota Kirloskar, Centum Electricals Private Limited an Aero Structure Manufacturing Private Limited.
* PR Generation - Generate Purchase Requisition based on Quotations
* PO - Raising Purchase order and Job Work Orders Based on Quotations received by Suppliers.
* Conversing with suppliers regarding negotiation and payments.
* Acquired knowledge on modular Kitchen components, accessories, hardwares and spare parts

# Computer Skill:

Operating Systems : M.S.Office (MS Word, MS Excel, MS PowerPoint), Tally ERP9

# Projects Completed During Education:

* 9th& 10thStd : Vachana Kammata Kannada Exam Completed in 1st Class
* B.Com – Worked at Sri Satya Sai Tourist for a month for a project. Trained on arranging accommodation, air tickets, passport & visa Assistance and General Information about Tourism.
* M.Com – Presented a Customer Satisfaction Survey with reference to Mahindra and Mahindra at one day national Level Seminar conducted by BasudevSomani College

– PG Center

* M.com – Undergone training for month against project work at BMA WEALTH CREATORS PVT LTD. Projects aim was against organizational Studies, learnt about stock & shareholders.

Educational Qualification:

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| --- | --- | --- | --- |
| QUALIFICATON | UNIVERSITY | YEAR OF PASSING | PERCENTAGE |
| M.Com | NMKRV College for Women | 2013-2015 | 61% |
| B.com | NMKRV College for Women | 2009-2012 | 62% |
| 1st and 2nd P.U.C | NMKRV College for Women | 2007-2009 | 57% |
| S.S.L.C | JSS High School | 2006-2007 | 58% |

# Personal Profile :

Father's Name : Venkatesh.C

Date of Birth : 03-09-1990

Sex : Female

Marital Status : Married

Languages Known : English, Kannada and Tamil Nationality : Indian

Permanent Address : #27, Vinayaka Nagar 2nd main,NearShankar Nag

Circle, Vidyapeetha Circle, Banashankari 3rd Stage, Bangalore 560050

Physical Disability **:** Locomotive Disability

Declaration:

I hereby declared that the above information is true to the best of my Knowledge.

PLACE : BANGALORE.