**Poornima.C**

#164, 2nd main, 6th cross Shasthri Nagar

BSK 2nd stage Bangalore-560030

[purnimagowda23@gmail.com](mailto:purnimagowda23@gmail.com)

8971020601

CAREER OBJECTIVE

To be associated with a progressive management with innovative ideas, that gives scope to motivate & communicate effectively & just not to be part of the team, but an asset to the growth of the organization.

PROFESSIONAL SUMMARY

* Having 6+ years of experience as an Accountant.
* Having 9 Months of experience in IT Recruitment industry.
* Comprehensive understanding of government accounting and budget process.
* Able to motivate and communicate to achieve exceptional performance.
* Effective communicator with strong analytical, negotiation, problem solving.

QUALIFICATION

MBA in Finance from Karnataka State Open University

Graduation in B.Com from Bangalore University

P.U.C from Bangalore University

Medium of Instruction: English

PROFESSIONAL EXPERIENCE

**National Gallery of Modern Art, Ministry of Culture, Government of India**

Position Title: **Accountant**

Duration: **Feb 2012 – April 2018**

**Role & Responsibilities**

* Ensured the process with government accounting rules and policies.
* Accounts Payable - by receiving, processing, verifying and reconciling invoices.
* Vendor coordination for Bills, Payments & reconciliation.
* Preparation of financial sanction and Payment challans, cheques and Deposited in the Bank.
* Maintenance of Attendance, Leave Register of Employees and Preparation of salary statement with knowledge of Professional Tax, Income Tax, Education Cess, PF, ESI etc.,
* Responsible for uploading financial sanctions in PFMS e-payment.
* Preparation of budget reports and preparation of monthly expenditure statement.
* Filing TDS returns quarterly and generating Form 16 and 16A.
* Support Departmental head in handling cash book and Ledger Reconciliation.
* Maintenance of store and stock accounts.
* Preparation of annual reports by detail analysis of revenues and expenses.
* Bank reconciliation, maintaining official documents and records in appropriate files and proper upkeep of vouchers/bills of suppliers/contractors.

**Novo IT Consultants & Solutions Pvt.Ltd**

Position Title: **IT Technical Recruiter**

Duration: **Oct 2010 – June 2011**

**Role & Responsibilities**

* Experience in entire life cycle of recruitment, right from sourcing, screening, scheduling the telephonic interview, negotiating the rates/salary, offer and post offer follow up
* Used sourcing techniques including: job boards (Monster, Naukri)
* Formatting the applicants resume and other necessary information as per the client’s need
* Locating candidates using sourcing methodologies like networks, referrals,. Utilize internal database to identify potential candidates.
* Maintaining the Hirecraft, Daily Calls report, Daily Activity Report. And Weekly Record with respect to hiring

**Clients Worked With:**

Microsoft, Societe Generale, IBM India, Polaris, Hexaware, Sonata Software, Kumarans, Neobytes software Solution (P) Ltd, Vsoft, Infor etc..

TECHNICAL SKILLS

Applications known : MS WORD, EXCEL, POWERPOINT, INTERNET

Completed basic Computer course in MICE Institute.

PERSONAL INFORMATION

Name : Poornima. C

Father’s Name : Chandra Shekar. M

Date of Birth : Feb 23rd, 1989

Gender : Female

Marital Status : Single

Nationality : Indian

Languages known : English, Kannada, Telugu, Tamil, Hindi

DECLARATION

1. I declare that the above-mentioned details are true to the best of my knowledge and I am in possession of documents in proof of it.
2. **Date:**

**Place:** Bangalore (POORNIMA.C)