

Shobha . J

Mobile : 9535599760

Email : shobhaj0605@gmail.com

Address : Mrs. B.ANURADHA BULIDING

#9, Kodichikkanahalli village ,Begur hobli

Bangalore-560058

Career Objectives :

To succeed in an Organization of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals.

Work Experience :

1. M/s TG Developers: May 2018 to Till Date

TG Developers is one of the most reliable real estate developers in Bangalore.

- 5 month of Experience as Account Executive.
- Accounts Payable & Accounts Receivable
- Procurement of required items for the completion of the project.
- Various MIS Reports
- Payment follow-ups, Order to Cash
- Data Entry in Tally
- Bank Reconciliation
- GST, TDS Workings

2. M/s.KLAUZ SPECIALITIES: February 2017- April 2018

Klauz Specialities is an ISO 9001-2008 certified company involved in the manufacturing & marketing of speciality Resins Chemicals for the treatment of granite, marble and other stones.

- 1.2 Year of experience as Account Assistant at Klauz Specialities.
- Data Entry in Tally.
- Bank Reconciliation

- Cheques deposit into Bank
- Cash Reconciliation
- Generating Invoices for Local and Export clients.
- Cheques deposit into Bank
- Handling entire petty cash
- GST Workings
- Ledger Reconciliation
- Maintaining POD's Register
- Filling LR copies & Invoice
- Vehicle maintenance & Insurance
- Maintaining In word & Out Words Courier Register

3.M/S.Visat Tools Pvt Ltd

Designation : **Accountant**

Period : 1 Year

- 1 Year of experience as Account Assistant at Visat Tools Pvt Ltd.
- Cash Reconciliation
- Generating Invoices for Local and Export clients.
- GST Workings
- Ledger Reconciliation
- Passing Purchase, Sales, Payment & Receipt entries.
- Maintaining accounts, updating of ledger books, cash book & bank books on day to day basis.
- Reconciliation of Bank, Debtors & Creditors.
- Preparing Monthly Salary Statement.
- Deduction of ESI, PF & PT.
- Cash Handling & Petty Cash handling
- Auto Generation of C – Form.
- Preparing Cheques & Maintaining Vouchers.
- Raising E Sugam.
- Preparing TDS Statement & Sending Cheques to Bank for Payment.
- Preparing Stock Statement.

- Monthly review of Debit & Credit Notes
- Preparing Receivable Statement Monthly Twice.
- Preparing Audit work Paper
- Submitting documents in departments
- E-Registration of VAT , Service Tax
- Service Tax Upload
- Excise Duty working

Software / Platform :

- Operating System : Microsoft Windows XP and Windows 7
- Microsoft Office 2003 and 2007
- Tally ERP 9 [Proficiency : Advanced

Courses / Certifications :

- Tally ERP 9 certification

Overview :

- Confident, Hardworking, Dynamic with perseverance to achieve success
- Team player with good decision making and problem solving skills
- Result oriented, good inter personal skills, deep sense of ethics and integrity, strong and long term thought-process.

Education :

- Bachelor of Commerce, 2014 from Hoysaleswara collegeArsikere [Mysore University] with 68.04%
- Pre-university Course, 2011 from Govt.PU.College for Girls ,Arsikere [Karnataka Pre-University Education Board] with 76.16% (
- SSLC, 2007 from Govt. p .u college Banavara [Karnataka Secondary Education Board] with 72.28%

Personal Details :

Name : Shobha J
Phone no : 9535599760
Date of Birth : 06 May1993
Gender : Female
Marital Status : Single
Religion : Hindu
Languages known : English, Kannada,

References :

1.Ms. Ashma Sharel Lewis
Accountant
Klauz Specialities
Bangalore
Mobile : +91 9686653962

2.Mr.Ranjith Kuamr
Designer Manager
Visat Tools Pvt Ltd
Bangalore
Mobile:-+91 9886599400

Declaration:

I hereby declare that the above-mentioned information is correct up to my best knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :

Place : Bangalore

Signature