

CURRICULUM VITAE

Sunitha

sunitha.poojary19@gmail.com

Contact No:
+91-9686402851

Communication Address:
No.35,1stCross,Near
Bhuvana
College,Venkatala,Yelah
anka, Bangalore -560064

PERSONAL DATA

Father's name :

Narayana Poojary

D.O.B: 31-07-1990

Gender :Female

Nationality : Indian

Religion : Hindu

Marital Status: Single

Languages Known:

English, Kannada and

Hindi

OBJECTIVE

Looking for a challenging job where I can have a tremendous growth opportunity by applying my knowledge and skills, work for the company to bring it to the top most position and therefore gain experience to further enhance my knowledge.

PROFESSIONAL SYNOPSIS

A dynamic professional with rich experience in a AMC Cookware Ltd as Officer Accounts Payable process, which includes verification and accounting of purchase invoices, Payment to vendor and Vendor reconciliation, Vendor balance confirmation Letter, Follow up for the invoice, Inter Branch Reconciliation, Pre paid reconciliation; Handling Petty cash travel advances & Settlement, Bank reconciliation Statements.

EXPERIENCE SUMMARY

3 years experience in Accounts Payable and one year 4 month experience in Audit Fi

WORK EXPERIENCE

- **Worked as Officer Accounts – Accounts Payable for AMC Cookware India Pvt Ltd, from Dec 2014 To Dec 2016**
- **Working as Audit Associates for R J M J Associates, Auditors From Dec'16 To Till Date**

ROLES AND RESPONSIBILITIES

- Booking of the bills / invoices with appropriate chart of Accounts with clear and standardized narration.
- Processing invoices by deducting liable TDS
- Maintain Rent Payment tracker, rental deposits and monthly payouts.
- To ensure accurate booking of Petty cash expenses of head office & branches at the end of every month and reconciliation.
- To ensure that records and management information is maintained in a timely manner and up to date for all Standard
- Considering the documents received as of one day prior to Payment day for the Payment, (Utility bills and statutory payments to be considered immediately as per the due dates).
- Ensure the Payment entries (Petty cash indents received from locations) are accounted accurately.
- Ensure that the Rent Provision & payment entries are accounted on time.
- Ensuring the urgent and unplanned payments requests received is released
- Processing of purchase order and booking of invoices.
- Uploading vendor payment.
- Preparing Outstanding Liability Statement on monthly basis.
- TDS Service Tax entries accounting & Ledger Balance checking
- Preparing Vendor balance confirmation report end of the FY.
- Preparing and providing the analytical statements/ and other reports to the Auditors.
- Ensure that the filings of documents are as per the predefined indexed method.
- Periodically check the actual filing system reflects and confirms to the planned indexed system of filing.
- Handling Fixed assets.
- Preparation of Bank reconciliation Statements

PERSONAL ATTRIBUTES

- Proven ability to manage multiple tasks simultaneously.
- Good communication, interpersonal skills, Flexible, approachable, self-motivated, quick learner and a good team player.
- Capable of working to deadlines in a high volume, high pressure environment while maintaining 100% accuracy.
- Possess a degree of self-confidence and positive attitude.

EDUCATIONAL QUALIFICATION

Qualification	Year of Passing	Institution	University / Board
MBA Finance	2014	The Oxford College of Engineering , Bommanahalli,Bangalore	VTU University Belgaum
BBM	2011	Richard Almeida Memorial College Kundapura,Udupi District	Mangalore University
PUC	2008	SV PU College Gangolli Kundapura, Udupi District	Pre-University Education Board
SSLC	2006	K.S.S Govt High School Kundapura,Udupi District	Karnataka Secondary Education Board

TECHNICAL KNOWLEDGE

- Proficient in MS Office application.
- Proficiency in MS-Excel.
- Proficiency in MS Dynamics AX – ERP
- Tally

DETAILS OF ACADEMIC ACHIVEMENTS

- **Experiential Learning (Internship Program)**

Bank : Karnataka Bank
Project Title : Loans and Advance
Duration : 3 months

DECLARATION

I, Sunitha hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Place: Bangalore

Date:

(Sunitha)