

CURRICULUM VITAE

DURGA LAKSHMI BAI C

3431 1st Floor 8th Cross
Kumaraswamy Layout, 2nd Stage
Bangalore-560078.

Email: durgalakshmi_bc@yahoo.co.in
Cont: No: 9945193925

Carrier Objective:

To be associated with organization that gives me scope to update my knowledge and skill in accordance with the latest trends and the part of the team that dynamically work towards the growth of the organization.

Skills:

- Excellent communication skills, detail oriented, problem solver
- Comfortable in working with fast paced results driven environment.
- Have good analyses and identify skills for the process improvement opportunities in the Incident management space.
- I have ability to communicate with people effectively at all levels and provide accurate, reliable, consistent end-to-end service.
- Attention to detail and have understanding of responsibility for getting things done. To ensure that work is done correctly and completely, and there is end-to-end ownership.
- Always welcome new ideas and committed toward the wastage/cost reduction for better process.
- Analytical problem-solver, able to anticipate issues and create new systems that streamline operations, resolves concerns and improves efficiency

Professional Experience:

Trawealth India Private Limited, located at Vasantnagar Miller Tank Bund Road, B'lore

Role : Accountant

Duration : Dec 2014 to till date

Jobs Responsibility:

- ✓ Accounting of daily transactions related to Cash and Bank entries. Etc.,
- ✓ Preparation of Bank Reconciliation Statement
- ✓ Preparation of International and Domestic billings Credit notes, Ledger Statement, Airlines Statement.
- ✓ Maintenance of Books of Accounts in accounting package with accuracy and consistency in compliance with All Accounting Entries.
- ✓ Vouching of Cash Book transactions with Supporting vouchers, Bank Transactions.

- ✓ Maintaining Customers data base, reconciliation of accounts party wise controlling / guiding of Payables & Receivables team, follow – up with clients for payments.
- ✓ Co – coordinating to senior for all other accounting activities.

Previous Experience [Worked in]

Avion Network, located at Jayanagar, B'lore

Role : Accounts Executive

Duration : From June 2004 - May 2006

Jobs Responsibility:

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- ✓ Cash balancing, debit notes
 - ✓ International and Domestic billings
 - ✓ Credit notes, Ledger statements

BNG GROUP of Companies, located at Cunningham Road, B'lore.

Role : Accounts Executive

Duration : May 2006 to April 2011

Jobs Responsibility:

- ✓ Accounting of daily transactions related to Cash and Bank entries. Etc.,
- ✓ Preparation of Bank Reconciliation Statement
- ✓ Preparation of International and Domestic billings Credit notes, Ledger Statement, Airlines Statement.
- ✓ Maintenance of Books of Accounts in accounting package with accuracy and consistency in compliance with All Accounting Entries.
- ✓ Vouching of Cash Book transactions with Supporting vouchers, Bank Transactions.
- ✓ Maintaining Customers data base, reconciliation of accounts party wise controlling / guiding of Payables & Receivables team, follow – up with clients for payments.
- ✓ Co – coordinating to senior for all other accounting activities.

GLOBAL TRAVELS & FLY GLOBAL TRAVELS, located at Vijayanagar Telecom

Layout, B'lore.

Role : Accounts Executive

Duration : April 2011 to Dec 2014

TRAWEALTH INDIA PVT LTD, located at Vasantnagar B'lore

Role : Accountant

Duration : Dec 2014 to till date

Jobs Responsibility:

- ✓ Accounting of daily transactions related to Cash and Bank entries. Etc.,
- ✓ Preparation of Bank Reconciliation Statement
- ✓ Preparation of International and Domestic billings Credit notes, Ledger Statement, Airlines Statement.
- ✓ Maintenance of Books of Accounts in accounting package with accuracy and consistency in compliance with All Accounting Entries.
- ✓ Vouching of Cash Book transactions with Supporting vouchers, Bank Transactions.
- ✓ Maintaining Customers data base, reconciliation of accounts party wise controlling / guiding of Payables & Receivables team, follow – up with clients for payments.
- ✓ Co – coordinating to senior for all other accounting activities.

Qualification:

- ⇒ **Academic : B.Com**
- ⇒ **Computer Knowledge : Windows Office Applications
Diploma in Computer Application**

Personal Profile:

- Name : Durga Lakshmi Bai.C**
- Husband name : Raghu. C**
- Date of birth : 09 December 1983**
- Marital status : MARRIED**
- Language known : English, Kannada, Hindi, Tamil**
- Permanent Address : No. 274, 2nd Cross, 3rd Block, Thyagaraja nagar,
Bangalore - 560028**

Date:

Place: Bangalore

{Durgalakshmi. BC }

