

## RESUME

**PRATHIMA SHETTY**

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### **Career Objective:**

To built a successful career in an organization where I get an opportunity to exhibit my skills for the growth of the organization and that provide opportunities for personal advancement and help me impart my technical skills best to the industry.

### **Professional Experience:**

- Having Total 9 years of experience in (AP, AR&GL Reconciliation) Financial Accounting.
- Currently working as a **Accountant** with Ducon Contractors Pvt Ltd, Bangalore, Sept 2013 to Till.
- Worked as a **Accounts Assistant** with Value Point System Pvt Ltd., from May 2011 to Feb 2012
- Worked as **Admin/Accounts Assistant** with Classic Alcobev from Mar 2008 to April 2011.

### **Educational Qualification:**

- B.Com from Mangalore University- 2006.

### **Technical Qualification:**

ERP	: Tally 9
Office Tool	: MS Office.
Operating Systems	: Windows 95/98/XP/2000/2003/2007.

### **Personal details :**

• Name	: Prathima Shetty
• Date of birth	: 26-07-1985.
• Marital status	: Married.
• Languages Known	: English, Hindi and Kannada.

• Address : #8, 3<sup>rd</sup> Main, Munishwara Temple Street,  
Hebbal Kempapura, Bangalore – 560024.

### **Functional Experience:**

Organization : **Ducon Contractors Pvt Ltd**  
Role : Accountant  
Duration : Sept 2013 – Till

#### **Responsibilities:**

- Manual Clearing of Bank Reconciliations on Daily base.
- Auto clearing for GL (Banks) on Daily base.
- Involved in the month end closing activity relating to closure of ledger and preparation of Bank reconciliations.
- Solving the queries: On Daily, Weekly, and monthly based.
- Timeline deliverables to Client reports like daily, weekly, and monthly.
- Maintain the Processing Track on daily based.
- Giving and Taking training and updated on the process.
- Participating Team meetings and discuss the updates and queries.
- Review of Daily, weekly and monthly reconciliation reports.
- Process Purchase Invoice.
- Process Payables & Receivables.
- Preparation of MIS Reports
- Process Debit & Credit Notes.
- Monthly EPF, ESI, PT & GST Returns.
- Preparation of TDS details and Quarterly TDS Returns.

Organization : **Value Point System Pvt Ltd**  
Role : Accounts Assistant  
Duration : May 2011 – Feb 2012.

#### **Responsibilities:**

- Day to Day cash payment and Receipt Vouchers posting in Tally.
- Day to Day Bank payment vouchers posting in Tally.

- Process Tax Invoice.
- Posting of purchase invoices in Tally.
- Posting of Journal vouchers in Tally.
- Vendor and Customer account clearance in Tally.
- General Ledger accounts clearance in Tally.
- Bank Reconciliation Statement (BRS) in Tally.

Organization : **Classic Alcobev**  
Role : Admin/Accounts Assistant  
Duration : Mar 2008 – April 2011.

**Responsibilities:**

- Responding the emails and calls which would be received from the Business units.
- Handling the any other queries, Emails will be received in AP generic email box.
- Passing Data Entries through Tally 9(ERP)
- Resolved months of backlogged work.
- Daily Sales Reports taken from Executives and update in Excel format.
- Responsible for any correspondence work.

DATE:

PLACE:

Prathima Shetty