

## LAKSHMI MAHESH

### Present Address

#9, 2<sup>nd</sup> A main,  
Gandi Grama, Maruthi Extn.  
(Near Malleshwarm Railway Station)  
Bangalore - 560021.

**Contact No: 973814827**

**Email: janyamadhurkar@gmail.com**

### Professional Synopsis

1. Presently working in **FFMS Corporate Solutions Pvt Ltd Bangalore**, as a Accounts Executive from 2018 November to till date.

### Key Responsibility

- **Tally ERP - 9**

Overall tally entries like Purchases, sales, payments, Receipts, Journal, cash, Bank Reconciliation of Bank statements, Generating the invoices, DC, E-Way Bill. Reconciliation of Debtors & preparation of receivable aging statement and follow-up payment with customers. Reconciliation of Creditors & preparation of payable aging statement. Making Vendor Payment through online/cheque Reconciliation of GST, PT ESI, EPF, SALARY STATMENT.

- **Payroll**

Prepare the Monthly pay register, pay vouchers, pay slips, process the salaries. Generating Form -16, Computations, Calculate TDS, PF, ESI... Etc.

- **Professional Tax**

PT calculation, remittance and filling return monthly & annual.

- **E - TDS**

TDS Calculation, Payment, Returns filing 24Q, 26Q, Generate Form 16 & 16A & revised statements

- **GST**

GSTR-1 & GSTR-3B calculation, remittance and filling returns.

- **EPF & ESI**

- ESI calculation, filling & remittance.
- EPF calculation, filling & remittance.

- **Admin work & Cash maintains**

Handling the petty cash.

- Responsible to make payment of Electricity, Water, Telephone bills within due date.
- Preparation of Daily, weekly and monthly reports
- Providing data and documents to annual audit to finalize Balance sheet.

- **Previous Working**

**1. Katyayani Mahamaye Products Pvt Ltd, Bangalore** as a Sr.Accountant from February 2018 to October 2018.

- Tally ERP - 9
- Payroll
- E TDS
- GST
- PT/ EPT/ ESI
- Admin work & Cash Maintains

**2. B C Shetty & Co. Chartered Accountants, Bangalore** as a Accounts Executive & Secretarial Executive from April 2011 to January 2018.

- Tally ERP - 9
- Payroll
- E TDS
- ROC Works  
Filing Annual Returns - (Filling & Filing Forms ADT 1, MGT 7, AOC 4)  
**New Companies Registrations (PVT/LLP)**  
Applying for DIN  
Applying for DSC & Register in MCA  
Filling & Filing Forms - Spice, Spice MOA, Spice AOA, INC 1, INC 7, INC 22, DIR 12 ... etc
- Individual Income Tax Returns Filing
- Administration work & Cash maintains

**3. BRC (Block Resource Center), BEO office, Chintamani** as a Accounts Assistant from 2009 Oct to 2010 July

- Prepare payment vouchers
- Check preparation and checks dispatch
- Prepare the salary Challans and salary statements
- Data entry & Admin work

**4. Surya English Medium School, Chintamani** from April 2006 to Oct 2007. Accounts and Computer Section

**5. Nama Srinivas Jewels, Chintamani** form 2004 to 2006 Accountant / stock maintenance.

**6. Achar & Co., Tax Consultants, Chintamani** from 2001 to 2004, Auditing and Accounts Maintenance (in manual).

### **Educational Qualifications**

<b>Examination / Degree</b>	<b>Board/ University</b>	<b>Year</b>	<b>School / College</b>
B.Com (Commerce)	Bangalore University	1998 - 2001	Govt First Grade College, Chintamani
10 + 2	Bangalore University	1996 - 1998	Govt First Grade College, Chintamani
10th	Bangalore University	1995 - 1996	G G H S, Chintamani

### **Technical skill**

**Computer Knowledge:** MS – Office, TALLY – ERP.9 / Outlook & Internet.

**Typewriting** : English & Kannada Junior & Senior Grade  
Computerized Kannada & English software documentation etc.

### **Personal Strength**

- ❖ Quick learner and always ready to learn new things.
- ❖ Good team player willing to learn more.
- ❖ Taking more initiatives in work dynamic, dedication & hard Working

### **Personal Information**

Husband' s Name : Mahesh  
Date of Birth : 23.07.1980  
Sex : Female  
Marital Status : Married  
Language' s known : Kannada, English, Telugu & Hindi  
Nationality : Indian

### **Declaration**

I hereby declare that the information furnished above is true to best of my knowledge & belief.

Date:

Place: Bangalore

**(LAKSHMI MAHESH)**

