

RESUME

Name: Gajendra.M
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Objective:

To be able to work independently or in a team effort where my skill as well as my education experience can be appropriately applied towards the fulfillment of my responsibilities, on the hand, enjoy challenging task and seeing accomplishment.

Career Objective:

To secure a challenging position where I can effectively contribute my skills as financial and accounting related tasks.

Skill Set:

Computer Proficiency:

- Micro Soft Office (Excel, Power Point, Word).
- Tally, ERP9 and accounting software
- Good knowledge of MS Excel and MS Power point.
- Good knowledge of MS Excel functions.
- Extensive knowledge of Tally in accounting vouchers and handling sales, purchase, and bank reconciliation and VAT ,TDS,etc,,,

Training

Completed basic training on SAP-Finance(G/L Accounts, Accounts Payable, Account Receivable, Asset Accounting and Banking)

Professional Profile:

Previous Employer

Employer : scan cafe
Title : accountant
Date of Employment: September 2014 to feb 2015

Employer : Kandalaa house of jewellery
Title : accounting executive
Date of Employment: September 2016 to July 2017

Employer : Sobha ltd
Title : Finance executive
Date of Employment: May 2018

Role and Responsibilities:

- Processing of invoices, Debit/Credit Memos & MCN (Material Complaint Notices),
- Assigning the Invoices, Debit/Credit memos to required assignment group.
- Ensuring timely payments to avoid delays to the dealers
- Established balance sheet and cash flow forecasting models, ensuring greater financial control on Tally
- Handling difference kind of tax – VAT, TDS
- Supporting on sales and purchased.
- Handling Bank reconciliation statements
- To ensure that the Bills, Expenses & payments are recorded and trial balance is ready for MIS on a monthly basis.
- Preparation of vendor payment advices after receiving the appropriate approvals.
- Communication of payment details to vendors and providing clarifications.
- Reconciliation of vendor accounts/aging statements and corrective action
- Preparation of periodically reports for analysis/review.
- Responsible for vendor wise provisioning for monthly closure of accounts
- Training the team members on requirement basis & keep them posted with day to day Process updates.

Projects

Project Name: UNIT LINKED INSURANCE POLICY

- Successfully completed a project report during Summer Internship Program “A COMPHRITIVE STUDY ONULIPS SCHEMES OF PROMINENT INSURANCE COMPANY ” in Bangalore, India.

Job Responsibilities:

- Handling customer like Looking onto the Unit Linked Insurance Policy(ULIPS) of insurance.
- Collect the data base on Unit Linked Insurance Policy.
- Successfully built up ulips system in Bangalore,

Educational Qualification:

Name of the course	University / Board/ Institution	Principal subject	% of Marks obtained	Year of Passing
MFA (Master of Finance and Accounting)	Bangalore University, Karnataka	Finance	62%	2014
Bcom (Bachelor of Commerce)	Bangalore University, Govt first grade college, Malur, kolar [D]		65%	2011
P.U.C	Govt college, ,Malur, kolar [D]		50%	2008
SSLC	Govt high school,chikkathirupathi, Malur [T] kolar [D]		62%	2006

Personality Traits:

Self-confidence.

Honest and truthful to my task and to myself.

Willing to learn new thing with my subordinates' and with my senior.

Area of Interest:

Accountant

Finance

Technical advisor in stock exchange

BPO CSA

Personal Details:

Date of Birth	: 10-07-1991
Fathers Name	: Muniyappa
Permanent Address	: Kalkere,[V] : Chikkathirupathi [P]
Correspondence Address	: Malur [t] Kolar [d] Bangalore, Karnataka- 560053
Marital Status	: Single
Nationality	: Indian
Religion	: Hindu
Language - Can Write Can Speak	: English, Hindi Kannada Telugu : English, Hindi Kannada Telugu Tamil

Place:

Date :

Signature