

POORNIMA S

Address: #7 1ST CROSS 1ST PHASE

BHUVANESHWARI NAGAR

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Objective

To work in a challenging environment and to be associated with an organization committed to high standards of professional excellence, where I can enhance my knowledge and put my best efforts in achieving the individual as well as the organizational goal while being resourceful innovative and flexible.

Personal strength: I am honest with positive attitude where I adapt myself to demanding conditions. I am a team worker.

Education Qualification

Qualification	Specialization	Institution	Year Of Passing	Board	Percentage
PGDBM/MBA	Finance & Marketing	Jain College	2018	EDII Pondicherry	58
BE	Telecommunication	VKIT	2016	VTU	55.5
PUC	PCMB	Vijaya college	2012	KEA	77
SSLC		RNS Vidyaniketan	2010	ICSE	81.2

Technical Skills

- MS Office(MS Excel, MS Word & MS Power Point), Tally ERP 9.0

Professional Training

GMAC Academy (MAY 2019-JULY 10, 2019)

Course: **PAT Level 1 and 2.**

- **Tally ERP 9**
 - Ledger & group creation and Voucher Entries in Tally.
 - Bank Reconciliation Statement (BRS) in Tally.
 - Accounting in Tally with bill reference.
 - GST accounting in Tally.
 - Stock Maintenance in Tally.
 - Cost Centre in Tally.
 - Advanced Entries in Tally.
 - Ledger scrutiny, Review and Rectification of Tally.
 - Export & Import Journal Entries in Tally.
- **Direct Tax:-**
 - Income Tax and TDS Computation and Fillings.
 - Advance Tax Computation.

- **Indirect Tax:-**
 - GST Migration, GST Invoices, GST Computation and Returns Fillings.
- **Payroll:-**
 - Salary Statement with PF, ESI, PT, TDS Computation.
 - Preparation of Salary Structure & Pay slip.
- **Accounting:-**
 - Depreciation computation as per IT and Companies Act.
 - Preparation of financial statement for Proprietor, Partnership and Company.
- **Management Information System (MIS):-**
 - Various Analytical Tools for Management Information System (MIS).
 - Preparation of budgets and comparison with actuals (MIS).
- **Excel Value Addition:-**
 - LOOKUP formulas, financial formulas.

Working experience

COMPANY NAME	N A CONSTRUCTIONS AND INFRASTRUCTURES
DURATION	MAY 2018 TO APRIL 2019
DESIGNATION	ASSISTANT ACCOUNTANT

Academic project

Project conducted in MBA.

PROJECT TITLE :- "STUDY ON HEDGING STRATEGY

COMPANY NAME:- SUNNESS CAPITAL INDIA PVT LTD

DESCRIPTION:- Basics on investment and insight into the commodity and the stock market.

Personal Details

- Father Name - Sheshadri
- Date of Birth - 15/07/1994
- Nationality - Indian
- Marital Status - Unmarried
- Languages Known - English & Kannada

Declaration:-

I Hereby declare that the information furnished above is true to the best of my knowledge.

Place:- Bangalore .

Date:-

Signature

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