

CURRICULUM VITAE

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OBJECTIVE:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging & creative environment to contribute to the overall growth of an organization.

EXPERIENCE:

- 1) Company : **Value Point Properties**
Designation : Accountant.
Duration : July 2016 to March 2018

Job Responsibilities:

- Working with spreadsheets, Sales and Purchase legders and journals
- Managing Pettycash Transactions
- Maintaining Sales Tax Reports
- Checking Company bank Statements
- Maintaining Statement of Accounts
- Maintaining and updating cheque registers

- 2) Company : **Bellad & Company Pvt. Ltd. (Ashok Leyland Division), Hubli**
Designation : HR- Executive promoted as an Accountant.
Duration : August 2011 to April 2016

Job Responsibilities:

- Understanding the requirements thoroughly and successfully recruiting right professionals for the same within a time frame
- Interacting with the technical panel and understanding their requirements.
- Checking People's hour
- Making the monthly payments on time
- Setting up new members of staff, Appraisal handling
- Handling various issues/queries related to various Departments
- Maintaining labour records and setting up a training session/Induction program for newcomers.
- Maintain appraisal details (Half Day, Leave day, late days, Productivity etc.) and forwarding it to the HOD for the further procedure
- Manage administrative department, maintain a safe and secure work environment
- Work with standard and advanced spreadsheets, databases, word processing software packages, DMS sales, billing etc

- Customer data entry, Prospect, Quote creations updating in CRM
- Maintaining Statement of accounts of each vehicle sale.
- Preparing Sales certificates & maintaining daily sales
- Preparing Price list & Purchase price (after approval from HO)
- Updating vehicle forecast in CRM
- Updating Sales details i.e., targets, enquiries & FAQs in CRM.
- Vehicles Insurance data & Preparing Insurance Cover note
- Working with Ashok Leyland Standard Systems i.e., PRISM, SAP & Mothership
- Maintenance of cheque book of all Division/Branch of Bellad group
- Maintaining and updating cheques registers of all Division/Branch
- Prepare the vouchers and cheques as per the requisition received from branches
- Issuing of following cheques to all Division/Branch
 - Monthly blank cheques
 - Monthly Vendor Cheques
 - Weekly refund cheques
- Bank payment entries in Tally of all Division/Branch
- Dispatching cheques and vouchers, co-ordination with other branch accountants
- Purchase & Sales Data pushing from dealer software to Tally
- Petty Cash Handling

3) Company : **Manohar Valves and Industries, Hubli**
 Designation : Accountant and Computer Operating Executive
 Duration : April 2010 - August 2011

Job Responsibilities:

- Working with spreadsheets, sales and purchase ledgers and journals.
- Maintaining Sales tax Reports
- Managing petty cash transactions.
- Processing sales invoices, receipts and payments.
- Calculating overtime
- Checking company bank statement
- Co-Ordination with Purchase Section
- Maintaining Statement of Accounts of Party

4) Company : **Keonics-Yuva.com, Sirsi**
 Designation : Administration and Facility Management
 Duration : January 2006 - March 2010

Job Responsibilities:

- Keening all mandatory fields and ensuring data entered is correct.
- Follow up on client enquiries and complaints
- Provide Support for Human Resources and scheduling
- Facility related ticket handling
- Teaching Computer subjects & Computer Lab handling

EXPERTISE:

- Fundamental and technical analysis
- Achieving targets and meeting deadlines
- Handling enquiries
- Customer interactions
- Interpersonal relations

EDUCATION:

- **M.A. ENGLISH** from Karnataka University, Dharwad (2013)
- **B.A** from Karnataka State Open University, Manasagangotri, Mysore (2009)

- Computer Knowledge

Operating System : Microsoft XP, Windows7

Applications : MS- Office, Access

Programming Language : C, C++, Visual Basic

Accounting Package : Tally

Others : DTP(PageMaker, Photoshop, CorelDraw)HTML,
Introduction to Oracle, Internet Concepts, Basic
Knowledge of Hardware, Installation of office and other software.

STRENGTHS:

- Ability to learn fast and self-starter
- An honest and trustworthy manner
- Good team player
- Adoptable to varying conditions
- Good Organizational skills and an ability to work to deadlines
- A respect for confidentiality
- Ability to communicate effectively
- Good people handling skills

AWARDS AND HONOURS

- Bellad Group of Companies Annual award for Best Admin Executive for the year of 2013-14

PERSONAL DETAILS:

Father name : Padmakar M.

Date of birth : 24-07-1987

Languages known : English, Hindi, Kannada, Tulu & Konkani

Hobbies : Reading newspapers and magazines, listening to music, Cooking and Gardening

DECLARATION

I hereby declare that, the above given particulars are true and correct to the best of my knowledge.

Shweta P.K.