



# Hema RamSuthar

Accountant/Admin/Purchase

Talented Administrator highly effective at motivating teams and streamlining operations. Analytical problem solver and persuasive communicator with a talent for thinking outside the box for creative solutions.

✉ Hemantsuthar@hotmail.co.uk

📞 8107933295

📍 Building no 05 Room no-2 Naganhali, Narayanpura  
kothanur-507066 , Banqalore, india

📅 29 April, 1994

## WORK EXPERIENCE

### Administrator/Accountant

Inivos interior-Bangalore

07/2018 – Present

#### Achievements/Tasks

- Leveraged detail-focused and service-oriented nature to make positive impact on administrative operations.
- Interpreted management directives to define and document administrative staff processes.
- Computerized office activities, maintained customer communications and tracked records through delivery.
- Records daily attendance of employees.
- petty cash transaction and end the months process the salary for employees.
- Order material and follow-up for delivery. maintain supplier invoices and record in excel files.
- Maintain all useful document and register. Obtained scanned records and uploaded into the database.
- To make receipt and payment invoice and keep records for future records.

*Contact: Ramesh Kumar – Managing Director*

### Senior officer ICICI Bank –Sangli (Maharashtra)

07-2017/05-2018

#### Tasks:-

- Utilized up-to date information to make effective decision governing bank operation. Cash transactions responsibility.
- Handling non-cash transactions like demand draft, fund transfer, RTGS, NEFT etc.
- Maintain all useful document and register.
- Investigation and resolved customer inquiries and complaints in a timely and empathetic manner.
- To check KYC document of customer and verify.
- To sales company product and third party product to customer.
- To maintain cash vault and to be verify with senior on weekly basis.
- Counted cash in register drawer at beginning and end of shift

## SKILLS

Business administration

Documentation and reporting

Operations oversight

Data entry

Bookkeeping

administration

## LANGUAGES

English

*Limited Working Proficiency*

Hindi

*Full Professional Proficiency*

Marwadi (rajasthani)

*Full Professional Proficiency*

## INTERESTS

Playing Volleyball

Read books

To make a plan and budgeting

## **Education:-**

**2017 PGDBO**

*IFBI - Jodhpur, Rajasthan*

**2016 M.com (E.A.F.M)**

*Rajasthan University - Jaipur, Rajasthan*

**2014 B.com**

*S.S. Jain Subodh Commerce and Arts College - Jaipur, Rajasthan*

**2011 12th Commerce**

*Govt. S.S. School - Sankara,*

## **Certifications:-**

**08-2011** MS-Words & Excel and Tally

**08-2013** SIP From ICSI

**05-2017** NISM-V-A Mutual fund distributors

**06-2017** NSDL-Depository Operations Module

**06-2019** Tally ACE