

CAREER OBJECTIVE:

Secure a responsible career opportunity to contribute to the business & process improvements journey of an organization by deploying the expertise acquired on various concepts.

EXPERIENCE: 12.6 years.

SKILLS:

- Knowledge on EPFO (UAN) Portal and e-TDS/TCS Remittances.
- Knowledge on OLTAS – CIN & TAN.
- Knowledge on Property Tax – Form-26QB.
- Knowledge on complete E-sugam and E-Way bill Process.
- Knowledge on GST Registration & Process.
- Knowledge on Basic AutoCAD.
- Knowledge on Tally ERP.9 & SAP Accounting.
- **MS TOOL:** MS Word, Advanced Excel & PowerPoint.
- Problem solving orientation.
- Team management.

TEAM LEADER | LIC HFL DEPLOYED BY VISHAL INVESTMENT | BANGALORE**Sep 2021 | Notice Period****ROLES AND RESONSIBALITIES:**

- Coordinated weekly meetings for Internal and External groups.
- Cross-trained and provided back up for customer service managers.
- Built strong relationships with customers through positive attitude and attentive response.
- Loan Process – Residence Verification, Employment Verification, TDS Verification, ITR Status.
- Co-ordinate with Branch Managers and Agents.
- Discussions and meetings with Branch Co-ordinators & Head of the Department for the Progress.
- Leading a team of 15 members.

ADDITIONAL RESPONSIBILITIES

- Scheduling and Managing team's daily activity.
- Training & guiding the new Joiners.

ACCOUNTANT | SUEZ INDIA PVT LTD | BANGALORE, INDIA**FEB 2016 – AUG 2021****ROLES AND RESONSIBALITIES:**

- Review of daily Cash Flow and Expenditure for all the Projects
- Handling of Regional Office & Site Office Bank Book & Cash Book reconciliation.
- Preparing Invoices and Proforma Invoices.
- Assist Procurement Manager to issue purchase orders.
- Monitor daily operations of the Finance Department.
- Prepares monthly financial forecasts.
- Preparation of Journal & Ledger SAP Entries for the organization.
- Audit the Vendor & Sub-Contractor accounts.
- GST returns & Registration
- E-Way Bill (for Road Permission) – to transfer internal goods.
- Client (BWSSB) follow up - RA Bill & PA Bill

- Handling of Site Labor Issues and Compliances.
- Preparing the PR & vendor evaluation.
- Management document controlling & tracking of Finance forecast.
- Discussions & meetings with Client & consultant.

PROJECTS

- 40 MLD Tertiary Treatment Plant at Rajacanal, Bangalore, 4MLD MBBR STP at Cubbon, Bangalore, 5 & 6 MLD STPs at Kadugodi & Chikkabanavara, Bangalore, 60 MLD STP at Kengeri, Bangalore, 300 MLD WTP at TK Halli & 150 MLD STP at V Valley, Bangalore.

QUALITY CARE SALES | CAUVERY FORD PVT LTD | MYSORE, INDIA

AUG 2011 – JAN 2016

ROLES AND RESONSIBALITIES:

- I worked here as a sales coordinator.
- Quality Care Sales (QCS) with on-line updating direct report to US of the day to day business is also a part of my responsibilities.
- Duties also include maintenance of sale orders & on-line insurance for the vehicles, including tracking renewals of the existing customers.
- I also handle the Car payments & retail register.

TAX AUDIT ACCOUNTANT | D KRISHNA ASSOCIATES | MYSORE, INDIA

SEP 2010 – JUL 2011

ROLES AND RESONSIBALITIES:

- Reconciliation of Trust and Clients Accounts Tax Audit.
- Preparation of Journal, Ledger Entries & Balance Sheet for the organization & the clients of the organization.
- Handling of Sales Tax & updating.

EDUCATION

- **KARNATAKA STATE OPEN UNIVERSITY, MBA** **Aug 2010 - Jul 2012**
 - Master of Business Administration in Finance
 - Secured **63%**
- **UNIVERSITY OF MYSORE, GOVERNMENT WOMENS COLLEAGE, BBM** **JUL 2006 – JUN 2009**
 - Bachelor of Business Management in Human Resources Management
 - Secured **70 %**.
- **VIDHYAVARDHAKA P U COLLEGE** **JUL 2004 – JUN 2006**
 - Subjects are Accountancy, Economic, Geography and Business Studies.
 - Secured **69 %**.

STRENGTHS: Self-Motivating Character, Punctual, Dedicated, well verse working in a dynamic & challenging environment, Team player with quick learning and adoptability to new technology.

PERSONAL DETAILS:

FATHER'S NAME	LT H L SURYANARAYANA
MOTHER'S NAME	NIRMALA
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN
LANGUAGES	KANNADA, ENGLISH & HINDI

DECLARATION:

I hereby certify that the information given herein is true to best of my knowledge and belief. If any of this information is found to be false or incomplete, I will be responsible for it.

Date:

Place: Bangalore

[LAKSHMI H S]