

# **S.V.SHANKAR**

**Mobile : +91-7483500934**  
**Email : [shankarsv85@gmail.com](mailto:shankarsv85@gmail.com)**

#33/1, G<sup>nd</sup> floor  
7<sup>th</sup> Main,  
Ramakrishna Nagar,  
Near Mani Provision Store  
BANGALORE-560078

## ***Career Highlights:***

---

- Having 3 years of experience with Good hands in Accounts & Finance, Statutory Compliances Budgetary controls Process improvisation, implementation & ownerships, effective team handling skills.
- Started career as Data Entry operator in Vivien Financial Consultants in July 2005, **presently working in G.R.Associates (Auditors & Tax Consultant)** as Accounts Assistant Having experience in working with Finance/Accounting & Auditing Service/Financial Consultant Servicing.

## ***Strengths:***

---

- Analytical and Problem Solving Skills.
- Simple and dynamic.
- Punctual and hard working.
- Interest to learn new technologies.

## ***Academic Qualifications:***

---

- Graduation: B.com - Aggregate: 63.%, 2013

## ***Software Skills:***

---

- Operating Systems : Windows XP/2007-10, MS office 98 – 2010
- Accounting Software : Tally ERP 9

## ***Work Experience:***

---

### **1. VIVIEN FINANCIAL CONSULTANTS:**

Vivien Financial Consultants is a company providing Financial Assistance to its clients (Portfolio Management service, like investment in Shares) corporate office in Bangalore

Worked as Officer Assistant- Accounting from July - 2005 to Oct 2011 handling all back Office work pertaining to Share trading division (approximately 30 Crores)  
All follow up work pertaining to portfolio Clients (Funds Management 3 Crores)  
All office Accounting functions (preliminary)

## **2. SHRI KRISHNA INVESTMENT CORPORATION:**

Shri Krishna Investment Corp is a company providing Financial Assistance to its Clients Accounting & Portfolio Management Service, like investment in Shares

Worked as Accounts Executive - from May 2005 to Oct 2011

## **3. VISION INVESTMENT CORP**

Vision Investment Corp is a company providing Financial Assistance to its Clients Accounting & Portfolio Management Service, like investment in Shares

Worked as Accounts Executive - from May 2005 to Oct 2011

## **4. INDIA CEMENTS CAPITAL LIMITED**

India Cements Capital Limited is a company providing Financial Assistant to Clients (FCCM – Money changer, purchase & Selling of foreign Currencies) Corporate Office CHENNAI.

Worked as Officer – Customer Support from Nov 2011 to 28<sup>th</sup> May 2012.

## **5. JOHNSON LIFTS PVT LTD**

Johnson Lifts Pvt Ltd is a company providing Services with Erection & Installation of Elevators & Escalators.

Worked as a Data Entry Operator / Assistant Accounts (oracle) - July 2012 to till Feb – 2015

## **6. RADAR ELEVATORS**

Radar Elevators is a company providing Services with Erection & Installation of Elevators

Worked as a Marketing Executive/Accountant - April 2015 to till Dec – 2019

### **Roles & Responsibilities Handled:**

---

#### **1. Day to day activities:**

- 1.1. Bank reconciliation statements
- 1.2. Vendor management & Payments depending upon ageing
- 1.3. Handling petty cash & accounting
- 1.4. Allocation of New & existing ledgers to proper group of accounts
- 1.5. Preparing invoice.
- 1.6. Maintain Purchase and Sales Register.
- 1.7. Payment uploading to the bank websites,

## **2. Month end works:**

- 2.1. Prepaid, provisions, Depreciation etc.,
- 2.2. Monthly MIS like P&L, B/S, Inventory, Debtors, Ratio analysis, funds flow any other MIS reports as required by the management
- 2.3. Preparing the Sundry Debtors and Creditors Outstanding Statements.
- 2.4. General ledger reconciliations
- 2.5. Purchase & Sales reconciliation
- 2.6. Auditing of Salary Inputs, Deductions & Payments
- 2.7. Calculation & Verification of Interest debited by the bank
- 2.8. GST. – Prepare Computation, Payments & Monthly Returns Filling.

## **3. Quarter end works:**

- 3.1. Debtors & Creditors reconciliation & Obtaining balance confirmation certificates
- 3.2. Related party reconciliations

## **PERSONAL INFORMATION:**

---

- |                     |   |   |
|---------------------|---|---|
| ➤ Permanent Address | : | S.V.SHANKAR<br>No 33/1, Ramakrishna Nagar<br>J.P.Nagar Post<br>Bangalore – 560078 |
| ➤ Date of Birth     | : | 12.01.1985  |
| ➤ Gender            | : | Male  |
| ➤ Father name       | : | Srinivasa   |
| ➤ Mother tongue     | : | Kannada   |
| ➤ Native place      | : | Bangalore   |
| ➤ Nationality       | : | Indian  |
| ➤ Marital Status    | : | Married   |
| ➤ Languages         | : | English, Kannada, Tamil ,Telugu & Hindi   |

## **DECLARATION**

---

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE: Bangalore

Date:

Thanks & Regards

(S.V.SHANKAR)