

MALA SRIKANT

E-mail : malasri2004@gmail.com

91-6381724268

A Highly motivated individual willing to buildup career , Where I can learn and dedicate.

Total Experience -5 yrs as Accounts Assistant, 2 Yrs as Hr executive & 7+ yrs as Payroll Hr Executive

EDUCATIONAL QUALIFICATION

ACADEMIC

- B.Com from Osmania University, Andhra Pradesh (Year of Passing – 2000)
- M.Com from P.G.R.C.D.E University, Andhra Pradesh (Year of Passing – 2002)

TECHNICAL

- Diploma in Software Technology from CMC, Hyderabad.
- Diploma in Accounting Packages from SISI-CMTES, Hyderabad.
- Certificate of Proficiency from Institute of Practical Accountancy, Hyderabad.
- Conversant of Accounting Packages like Wings and Focus.
- Hands-on experience of MS-Word, MS-Excel.
- Full Knowledge of TALLY accounting package – Version 6.3

WORK EXPERIENCE-

- From April 2001 to April 2002, worked as Accounts Assistant in Hotel Raj Classic Inn, Secunderabad.
- June 2002 to March 2003, worked as Accounts Assistant in Unitec, Secunderabad.
- September 2006 to March 2007, worked with Hari Electronics, Chennai as Accounts Executive.
- April 2007 to Oct 2008 with M/s. Swaruba Builders as Accounts Executive & M/s. Fortune Hr Consultants as Hr Executive.
- Oct 2009 to Sept 2010 with M/s. Swaruba Builders As accounts Executive & M/s.Fortune Hr consultants as Hr Executive.
- Jan 2011 to July 2015 with M/s.ADP India Pvt Ltd as Payroll Process Executive.

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- August 2015 to December 2018 with M/s.Talent Pro India Hr Pvt. Ltd, Egmore as Senior Hr Executive
- Jan 2019 to Dec 2020 with M/s.Adecco India Group,Egmore as process executive shared services.

JOB PROFILE

Maintenance of computerized books of accounts on Tally 6.3, 7.2.

Arranging for payments to suppliers and sub-contractors after scrutiny of the bills to confirm accuracy, correctness and proper authentication.

Monitoring and settlement of monthly & daily administrative payments like hotel & travel bills, security charges and other office related expenses.

Maintain and manage general ledger accounting functions.

Maintain and manage accounts payable and accounts receivable records.

Verify customer balances and rectify discrepancies in accounts receivable books.

Verify bank deposits and bank payments and reconcile with bank records and statements.

Write, maintain and manage records of day-to-day transactions.

Assist and support internal and external audits.

Coordinate with accounts receivable team in collecting payments from customers.

Verify vendor bills and advise or make vendor payments.

Assist senior accounting staff in preparing budgets, periodic financial statements and records.

Manage office expenditure within the expenditure budget limits.

Filing of sales tax.

As Hr Executive

Conduct first level interview (Telephonic) to check communication Skills, technical skills, interest level, availability, salary, etc

Candidate searching through job Portal/ networking / reference

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Arranging and co-ordinating both phone and in-person interviews for the short listed candidates.

Maintaining of records/track sheet/submission details

Follow-up with selected candidates to confirm their DOJ.

As Payroll Process Executive

Preparing Pay sheets & Tax sheets from the input received from clients.

Filing Quarterly returns online

Handled clients maximum upto 20

As Senior Payroll Hr Executive

Preparing Pay sheets & Tax sheets from the input received from clients.

Filing Quarterly returns online and generating Form 27A

Handled clients of factory setup of maximum headcount 1000+

Handled proof verification for tax exemption.

PERSONAL

Date of Birth : 24th April 1980.

Nationality : Indian

Marital Status : Married

Sex : Female

LANGUAGES KNOWN:

English (fluent), Hindi (read and write) and Tamil (Mother tongue) (Read and Write)

Telugu (Read & Write).

Place: Tirunelveli