

RESUME

Chandrasaha K Poojary
H.No. 9 – 15, “Geetha Nivas”,
Kallottu Kelamane Shirva Post
Udupi T.Q and Dist. Pincode - 574116.

Mobil No : 7829293150

E-Mail : chandrasahas_poojary@rediff.com
: chandrashaspoojary15@gmail.com

PERSONAL PROFILE:

Father's Name : Krishna Poojary
Date of Birth : 15.03.1986
Sex : Male
Nationality : Indian
Religion : Hindu
Marital Status : Single
Languages Known : English, Hindi, Kannand & Tulu
Marital Status : Married

WORK EXPERIENCE:

Sr. No.	Name of the Organization	Designation	Year
1	M/s U P Twiga Fiberglass Ltd,Mumbai	Time Keeper	June 2007 to Sept 2009
2	DKI Apparel Pvt Ltd,Mumbai	Asst - Personnel	Sept.2009 to April 2012
3	Sai Radha Group of Concern,Udupi	Accounts Assistant	June 2012 to Till date

EDUCATIONAL QUALIFICATION:

B.Com. from Managlore University in April - 2006

Computer skills: Diploma in Information Technology.

Job responsibilities :

- Responsible for maintaining Accounting Ledgers and performed Account Reconciliation.
- To maintain the status of funds.
- Responsible for Expenditure and Collection Transactions.
- To maintain Records of Payment Information.
- Maintaining Track record of Company's Expenses.
- Assisted In carrying out Company's Internal Audit.
- Preparation of Profit and Loss account.
- Proficiency in Computer skills for data entry and knowledge of account software's like Tally ERP-9.
- Recording transactions in daily basis in Tally, maintaining books of accounts.
- Preparation of online monthly challan of PF,ESIC and Labour related work
- Maintaining monthly Salary register.
- Online submission of monthly contribution and Declaration form of EPF, ESIC
- Online returns related to labour department.

Job Description :

- Preparation of Monthly Financial Reports, like Daily Collection Report, Monthly Petty Cash Expenditure details, Overall Due status & Refunds Statement.
- Maintaining Books of Accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement.
- Preparation of all types of Vouchers.
- Statutory work related to EPF ,ESIC and Labour Act

DECLARATION

I hereby declare that all the information here in above is true and correct to the best of knowledge and belief.

Date:

Place:

(Chandrasasa Poojary)