

RESUME



YOGENDRA SHREENIVAS DEVADIGA

Address:

3-154, Nironi, Maravanthe,
Kundapura, Udupi,
Karnataka - 576224.
Mobile No.7506028090
E-mail: ydevadiga1995@gmail.com

Pass Port No. V3240463

EDUCATIONAL QUALIFICATION:

ACADEMIC RECORD:

- Completed B.Com from (Mumbai University in the year 2016)
- Completed H.S.C from (Karnataka Board in the year 2013)
- Completed S.S.C from (Karnataka Board in the year 2011)

COMPUTER QUALIFICATION:

- Knowledge of Ms Office & Tally-ERP.9. & SAP

WORK EXPERIENCE:

RL Logistics Pvt Ltd – Assistant Accounts (From July'2017 to 30.06.2018)

Job Responsibilities:

1. Looking for statutory payment, handling cash in hand & Bank Reconciliation.
2. Voucher entry Daily basis like all type of bank Payment, Receipt and journal entries.
3. Other Banking & Non-banking activities.
4. Maintain the Books of accounts in order wise.
5. Pay to stamp duty and passing the receipt entry.
6. Billing and document verification.

Global Ocean Clearing Pvt Limited- Mumbai– Accounts (From 01.07.2018 to 28.05.2022)

Job Responsibilities :

1. Accounts Assistant Import & Export Billing.
2. Voucher entry Daily basis like all type of bank Payment, Receipt and journal entries.
3. Billing & Document Verification.
4. Pay to Stamp Duty.

Ashapura Guinea Ressources SARL, Guinea (West Africa) – Executive Accounts (From 05.06.2022 to Till Date)

1. Voucher entry Daily basis like all type of bank Payment, Receipt and journal entries.
2. Processing Suppliers invoices and releasing payments
3. Preparing Monthly Payble & Receivable Statements.
4. Preparing Daily & Monthly Cash and fund flow report.
5. Preparing Monthly Bank Reconciliation statement.
6. Monthly accounts reconciliation for group companies.
7. processing payment transfer/RTGS/NEFT/Swift transactions.
8. Examining company accounts and financial control systems with EY.
9. Bank Visit for withdrawals & Deposites.

PERSONAL DETAILS:

DOB : 03/06/1995
Sex : Male
Marital Status : Single
Nationality : Indian
Religion : Hindu
Languages Known : Hindi, English & Kannada.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DATE:-

PLACE:-

(YOGENDRA SHREENIVAS DEVADIGA)