

# **RESUME**



**YOGENDRA SHREENIVAS DEVADIGA**

**Address:**

3-154, Nironi, Maravanthe,  
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Karnataka - 576224.

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E-mail: ydevadiga1995@gmail.com

Pass Port No. V3240463

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## **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)***