# Miss. Asha Hegde

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Bangalore - 560076

# PROFILE SUMMARY:

* Four and half years of work experience in the field of Accounts & Insurance.
* B.COM from MES College of commerce Sirsi, Karnataka University Dharwad.
* Pursuing M.Com as a Correspondence Course from KSOU Manasgangotri Mysore
* Experienced team player and also good indivisual performer.

**OBJECTIVE:**

To pursue a challenging career that will be best to utilize my skills and enable me to achieve professional growth and development through consistent performance.

**QUALIFICATION:**

* Obtained **Bachelor of Commerce** (2009) degree from MES’s College of Commerce Sirsi, with **81.06%**.
* Completed **PUC** from Progressive PU College Sirsi with **74.36%**.
* Completed **SSLC** form Shri Gajanan Secondary School, Hegdekatta with **81.60%**.

**PROFESSIONAL EXPERIENCE SUMMARY:**

**Total Experience Summary:**

* Worked with Xchanging - Shimoga as Associate from 17th June 2009 to 21st June-2010.
* Worked with Adithya Birla Minacs as F&A Executive from 24th Feb’11 to 15th Sep’12, deputed in Indus Towers Limited-Vendor Help Desk.
* Worked with Jeeves Consumer Services Pvt Ltd as Accounts Executive from 18th Sep’12 to 18th Aug 2014.

**Work Experience:**

1. Worked with **Jeeves Consumer Services Pvt Ltd** as **Accounts Executive** from 18th Sep’12 to 18th Aug 2014 on date.

Roles and Responsibilty:

**Handling “Accounts Payable” activities – PAN Indi a.**

* Verification of Service Franchisee bills.
* Interacting with Service Franchisee regarding rejections, queries, processing etc.
* Entering bills into Tally.
* Releasing payment of Service Franchisee.
* Reconciling Service Franchisee accounts.
* Handling team members, resolving their queries and guiding them in their work
* Maintaining Updated SF List and sharing required details to clients and KAM’s
* Co-ordinating with AM’s, KAM’s & Store Team regarding SF’s Full & Final Settlement
* Co-ordingating with AM’s & Store Team with respect to spares parts lying with SF’s
* Mantaining Agreement reocrds of New SF’s & renewal of agreements.
* Generating Reports in MS-EXCEL & submission of monthly reports to Management

**Handling Petty Cash**

* Disbursements of petty cash to branches and entering into Tally
* Making collection & Expenses Entries in Tally – All branches & HO
* Reconcilation of Collection on monthly basis .
* Co-Ordinating with Senior Executive & Brach with respect to monthly purchse & Sales Tax

payment.

* Submission of reports on monthly and daily basis to Management.
* Maintaining day to day cash in HO and maintaining cash book in Tally

**Handling Bank Reconcilation**

* Reconcilation of bank accounts
* Preparing bank position on daily basis

**Other Responsibilities**

* Computation of VAT, TDS & Service Tax.
* Assisting Senior Executive in entering Sales & Purchase entries.
* Assisting Senior Executive in generating Final Statements & Reports

1. Worked with **Adithya Birla Minacs** as **F&A Executive** from 24th Feb’11 to 15th Sep’12, **deputed** in **Indus Towers Limited-Vendor Help Desk.**

**Roles and Responsibilty:**

* Handling the “Accounts Payable” activities, like Processing of various Invoices (TSP, Upgradation, Supply).
* Verification of Purchase Orders (PO’s) in Oracle Application.
* Verification of Service Tax and VAT.
* Verification of Vendor Agreements
* Clarifying vendor queries regarding verification and Modification of Supporting Documents.
* Processing Employees re-imbursements.
* Processing vendor invoices for payments
* Interacting with Vendors regarding rejections, queries, processing etc.
* Meeting the defined Turnaround Time (TAT) for all invoices processed.
* Generating Reports in MS-EXCEL.

**3.** Worked with **Xchanging Company, Shimoga.**

Department: Insurance**.** Designation: Associate

Period : 17th June 2009 -21st June-2010.

Project Name **:** Xchanging Broking Services(Aviation)

Roles and Responsibilty :

* Reporting to Team Leader
* Viewing & capturing details
* Handle and resolve recurring problems

**PERSONAL PROFILE:**

Name : Asha Hegde

Date of birth : 31-07-1988

Nationality : Indian

Languages Known : English, Kannada, Hindi & Telgu

Hobbies : Reading, listening to music & watching TV.

**Personal skills & abilites**:

* Self-confidence and desire to learn new concepts,
* Good grasping power and A quick learner.
* Having good communication and a good team player
* Proficiency in MS-Office, MS Excel, Internet usage

**Pc skills:**-Packages: MS-Office 2003, 2007, 2013, TallyErp9 & NAV.

**Areas of interest:**

* Finance and Accountancy.
* Insurance and Banking.

**DECLARATION:**

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place: Bangalore **Asha Hegde**

Date: