Shashidhara Poojary

# 10 Chowdeshwari Nilaya

MRS layout 1st cross Hegganahalli

Main road Sunkadakatte

Bangalore, Karnataka State, India

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Objective

To pursue a career with the enterprise that promises growth & continuous up-gradation of knowledge as well as opportunity to implement my knowledge and skills in conjunction with the company’s goals and object**ives.** To achieve an Accountant position that would help me realize my skills & potential to the fullest, which will in turn be profitable for the organization.

Career summary

Have 1year of experience into account department for KSTDC, Maintaining Hotel Accounts, Tourism Account & the Golden Chariot Account.

Have 3 years of experience into Account Department for I BY DESIGN, Handling Accounts, Bank reconciliation and maintaining account, Preparing purchase order and work order.

Communication & Interpersonal Skills.

Education

Bachelor of Commerce from Mumbai University.

Post Graduate Diploma in Financial Management from Karnataka state Open University.

Employment History

**Company Name: I BY DESIGN.**

**Designation: Accountant**

**Duration: October 2012 to June 2015**

Summary

Responsible for maintaining Accounts.  
To process accounting transactions.

Responsible for expenditure and collection transactions.  
To maintain records of payment information.  
Managing vendor accounts, generating weekly on demand cheque.  
Maintaining track record of company’s expenses.  
Self-correspondence by mail to the relevant clients*.* Quotations and enquires, calling for negotiation, finalizing orders to the related suppliers with polite and pleasing attitude*.*

Preparing purchase order, work orders, regularization and amendment to the related works/ bills/Po’s.

Able to handle all the accounting aspects related with the projects*.*

Maintaining registers like Cash, Stock, Bank, Sales cum purchases*.*

Along with the cheque and cash details in respect to the projects etc*.*

Verification of bills & reconciliation of total turnover.  
Maintain cash transaction & petty cash book, preparing cash Day to day cash & bank transactions.  
 Reconciliation of Bank Statement at the end of month.

**Company Name: Karnataka State Tourism Development**

**Designation: Account Assistance**

**Duration: August 2011 to August 2012**

Maintenance of Stock and Preparation of Statement.

Maintaining online cancellation and Refund.

Maintaining Books of Accounts in TALLY ERP 9 Software.

Cash Voucher preparation.

Maintaining bill wise details of purchase and sales.

Preparing Bank Reconciliation Tally.

Working as account assistant in Karnataka State Tourism Development (KSTDC) Maintaining Hotel Accounts, Tourism Account & The Golden Chariot Account.

Maintaining accounts in KSTDC of all the units in Karnataka.

Give enough training about tally to the manager and the storekeeper of all the units.

Maintaining of the Golden Chariot Accounts.

Submit monthly report of all the units to the Head Office.- Enter posting of purchase, sales, payment, receipt collection & journal voucher.  
Verification of bills & reconciliation of total turnover.  
Maintain cash transaction & petty cash book, preparing cash Day to day cash & bank transactions.  
 Preparing outstanding list of Debtor & making Payment follow-up.

Reconciliation of Bank Statement at the end of month.

Technical Skills

Well versed with MS office (MS Word, MS Excel, MS power point)  
 Experienced in working on Tally 9.0

Personal Details

**Name:** Shashidhara Poojary

**Sex:** Male

**Date of Birth:** 28th February 1986

**Nationality:** Indian

**Marital Status:** Unmarried

**Passport no:** L6244918

Personal Skills

Good Communication, presentation skills, quick learner, smart decision making, management and ability to handle multiple tasks.

Hobbies

Playing Cricket, volley ball, badminton, listening to music and travelling.

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

**Date:**

**Place: Bangalore Shashidhara Poojary**