Shalini R

Profile

Detail-oriented professional transitioning from a successful career in accounting and sales to web development. Leveraging two years of accounting experience with strong analytical skills and a keen eye for accuracy, combined with a solid foundation in web development. Passionate about creating efficient, responsive websites that drive user engagement and support business objectives, with a focus on integrating financial acumen and technical expertise.

Employment History

Banquet Sales Executive, The lasara regent (Nandhana foods pvt ltd)

Dec 2023 – P R E S E N T

- Develop and maintain strong relationships with clients to understand their needs and ensure their satisfaction.

- Conduct regular follow-ups with clients to ensure repeat business and referrals. Work closely with the operations team to ensure smooth achieved a 95% client satisfaction rate through excellent service and personalized event planning, resulting in repeat business and positive referrals execution of events.

- Consistently surpassed quarterly sales targets by 20%, contributing to a significant increase in annual revenue

Accountant, The standard book company

SEP 2021 – Nov 2023

- Accounts Payable Management: Handled accounts payable processes, including invoice verification, Payment scheduling.
- Petty Cash Handling: Managed petty cash transactions, maintaining accurate records, and reconciling balances to support day-to-day operational expenses.
- Bookkeeping & PF Management: Performed bookkeeping tasks, including ledger entries and financial statement preparation, while also managing Provident Fund (PF) contributions and records.

Education

B.Com, Vidyodaya College, Tirumakudal Narsipur, Mysore

APRIL 2016 – APRIL 2020

Graduated with a Bachelor of Commerce (B.Com), equipped with comprehensive knowledge in finance and business management. Also, achieved recognition as a district-level Kabaddi player, showcasing dedication, teamwork, and competitive spirit.

Contact

+91 9113595131
shalinird1999@gmail.com

Skills

HTML5 & CSS3

JavaScript

Responsive Web Design

Version Control with Git

Communication skills

Languages

Kanada, English

Hobbies

Dancing, Acting, Playing Kabaddi