

**SHAILET**

[**SHAILET.312308@2freemail.com**](mailto:SHAILET.312308@2freemail.com)

***Objective*** – A motivated and results focused professional, seeking an exhilarating position in the field of Finance, Management & Administration. To work within a progressive organization to utilize experience, skills and knowledge to contribute to employer objectives, profitability and success of the company.

**Professional Experience**

**J.P.R.L General Trading LLC, Dubai, UAE.**

**Accountant General & Office Manager April 2015 to Present**

* Updating & maintaining complete monthly/quarterly/yearly books of accounts of clients comprising Cash, Bank, Sales, and Purchase & Journal entries on ERP system.
* Checking & verifying the accuracy of the various ledgers & making rectifying entries where necessary.
* Generating complete set of financial statements comprising Trial balance, Income statement & Balance Sheet from ERP system.
* Managing all supplier and customer account
* Maintenance and upkeep of facilities like Computers, AC, Telephones, Fax, Internet, etc.
* Handling Imports, coordinating with Suppliers & Freight Forwarders and ensuring safe delivery of Consignments at Final Destination.
* Making Foreign Remittances, Submission of Bills of Entry to the banks, etc.
* Preparing Enquiries, Quotations, Performa Invoice & Orders
* Coordinating with Suppliers for timely execution of orders
* Petty Cash handling
* Handling Receivable collection
* Managing day to day Accounting function
* General administration (Vendor payments, Stationery, utility payments, etc.)
* Played a key role in streamlining day-to-day functioning of Office & put in place a proper system to avoid irregularities and losses to the company.

**Incretion Design Studio, Mangalore, India.**

**Accountant & Admin Executive December 2014 to March 2015**

* Petty Cash handling
* Preparing Payroll
* Payment to Suppliers
* Handling Receivable collection
* Managing day to day Accounting function
* Maintenance and upkeep of facilities like Computers, AC, Telephones, Fax, Internet, etc.
* Creating & Maintaining Proper Filing Systems

**Academic Qualifications**

* MBA in Finance in 2014 through Alva’s College, Moodbidri, Karnataka State, India.
* Bachelor of Business Management (Finance) in 2012 through Alva’s College, Moodbidri, Karnataka State, India.

**Project & Internship Summary**

* **Conducted research study on the topic “Inventory management” with Campco Ltd., Mangalore, India.**

Objectives of the study:

* To know the importance of effective inventory management in the organization.
* To study the effectiveness of inventory management existing in CAMPCO Ltd.
* To study the performance of the company in terms of inventory.
* To recommend methods and strategies to control the inventory.
* **Conducted Project work on the topic “Consumer satisfaction towards Tata Tea Product”.**

Objectives of the study:

* To know consumer attitude towards TATA TEA
* To know sales position of TATA TEA
* To compare TATA TEA Product with other product

**Computer Skills**

* Diploma in Computer Office Automation from Rashtria Computer Saksharatha Samithi
* Well Proficient with Tally(ERP 9) &MS-Office 2000 & XP Series (Word, Excel & PowerPoint)
* Operating Outlook Express, Internet browsing & Surfing

**Intrinsic Strengths**

* Quick learner & result oriented
* Committed, Patient & Resourceful in completing assigned task
* Pleasing personality with excellent interpersonal & communication skills
* Able to work Independently, Organized & Self motivated
* High level of integrity & accountability

**Personal Profile**

***Date of Birth :*** 14th December, 1991

***Languages Known :*** English, Hindi, Konkani, Kannada & Tulu

***Hobbies :*** Reading Books, Traveling & Listening to Music

***Nationality :*** Indian

***Visa Type & Validity :*** Residence and expiry date: 27/05/2017

*I hereby declare that all the details furnished above are true to the best of my knowledge.*