**KAVITHA**

[**KAVITHA.314765@2freemail.com**](mailto:KAVITHA.314765@2freemail.com)

**CAREER OBJECTIVE**

To seek a challenging position with an organization that welcomes initiative and dedication and demands excellence in consistently meeting business objectives and exceeding standards.

**KEY SKILLS**

* Good interpersonal skills with the ability to work effectively with vendors and internal customers to achieve actions needed.
* Ability to work under pressure and highly competitive work environment.
* Experience of entering information into an accounting system & good excel skill.
* Good accounting knowledge, cash book, debit & credits etc. Good planning & organizing skills with the ability to meet prescribed deadlines.
* Capability to handle large volume of work with accuracy and the ability to coordinate with different departments and outside companies.
* Self-starter and motivated.

**WORK EXPERIENCE**

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| --- | --- | --- | --- | --- |
| **Name of the Company** | **Industries** | **Designation** | **Reporting to** | **Period** |
| Chartered Accountant Office, Udupi | Accounts | Accountant | H O D | 02.01.2007 to  31.10.2007 |
| Souza Electronics, Udupi | Showroom -Electronics & Furniture | Accountant | Dy. Manager & GM. | 05.11.2007 to 30.09.2011 |
| Madhava Kripa English Nursery & Higher Primary School, Manipal – (PEARSON SCHOOLS) | Institution | Accountant | Principal  &  Head office | 07.10.2011 to  31.08.2016 |

**PREVIOUS JOB DESCRIPTION:**

* Working as an Accountant, handling various clients.
* Preparing financial statements (Income & expenditure statement).
* Control and follow-up of debtors and creditors.
* Daily posting in tally reconciliation of cash and bank accounts, Supplier’s reconciliation.
* Preparing invoices, Payment vouchers and Deposit slips.
* Preparing payroll, indemnity and staff settlements
* Inventory maintaining.
* Calculation of cost and pricing material, preparing management reports.
* Assisting auditors in audit & other relevant matter (Petty cash payment)
* Preparation of cash & fund flow statement.
* Physical Verification of Stock.

**PRESENT JOB DESCRIPTION:**

* Prepare their financial statements & cash flow statement
* Manage all aspects of A/R, A/P.
* Petty cash management, preparing daily cash report, accounts receivables follow up reports, monthly report etc.
* Preparing and recording various vouchers like cash payment, journal, cash receipt, and cheque receipt.
* Bank reconciliation.
* Preparing vendor cheques, Payment follow up.
* Bank related work (Depositing, transfers, withdrawing etc.)
* Other duties and responsibilities as and when assigned by the management.
* Preparation of Daily & Monthly report.
* Assist auditors in their annual audit review.
* Daily posting entry in tally like cash receipts& payments, bank receipts & payments, journal vouchers etc.

**ACADEMIC QUALIFICATION**

* Bachelor of Commerce from Govt. First Grade College, Udupi - Mangalore University, Mangalore, A.Y.2005-2006 (Aggregate - 64%)
* PUC in Commerce, from Girls Junior P.U College, Udupi affiliated to Karnataka Pre-University Board, (Aggregate - 61%)
* SSLC, from S.V.S.T High school, Udupi. (Aggregate - 62%)

### **COMPUTER SKILLS**

Diploma in Computer Application –windows, MS-Word, MS-Excel, MS Power Point, Internet, Tally ERP 9.

**ACCOUNTING PAKAGES:**

TALLY ERP 9 & FAS (FINANCIAL ACCOUNTING SYSTEM)

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

Yours truly,