

[**Reshma.358763@2freemail.com**](mailto:Reshma.358763@2freemail.com)

**ACCOUNTANT cum ADMINISTRATIVE ASSISTANT** at **Stallion Comfort System Bangalore, India** from September 28th 2016 till March 02 2017.

**ACCOUNTANT** at **Tikitar Industries ,Mangalore India** from April 20th 2014 till July 31st 2016.

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**Bachelor of Business Management** from  **Vijaya College (Mangalore University), India**

**Pre University from Little Flower Pre University College, India**

**SSLC from St. Paul’s High School, Mangalore, India**

**Primary Education from St. Paul’s Higher Primary School, Mangalore, India**



Accounting and Finance Management

Administrative Management

Banking Services



* Responsible as an **Accountant** in the firm.
* Played an important role in **Administrative Department.**
* Participated as an **organizer** for team members.
* Participated as a **Coordinator.**
* Work dedicated **Team player.**
* Self-motivated with good **communication skills**.
* Well versed in **ERP** system.



* Ambitious & Flexible with an ability to adapt to changing environment.
* Knowledge based skills acquired from education

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* Dedicated hard working.
* Team facilitator.

**OVERVIEW**

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***RESHMA***

**Languages Known:**

English, Hindi ,Kannada, Konkani, Tulu

**Reference**

**Immediate Joining**

**PROFESSIONAL EXPERIENCE**

1. Name of the Firm**: STALLION Comfort System Bangalore India.**

**Designation:** **Accountant cum Administrative Assistant**.

**Duration: Job Responsibility: -**

 As a **ACCOUNTANT**

* Maintain Petty cash
* Reconciliation of supplier’s statement of accounts and follow up on outstanding invoices.
* Scrutiny of bills and invoices to check the bills signed are properly authorized for payments.
* Preparation of payment vouchers for all office expenses.
* Ensuring supplier’s cheques are prepared on respective due dates (as per credit terms)
* Distribution of cheques to the suppliers.
* Follow up on outstanding issues with suppliers and respective departments.
* Making payment vouchers for director’s credit card payments.
* Correspondence by email for early resolution of outstanding issues.
* Providing outstanding payments and cheques not collected statistics to superiors for cash flow management.
* Keeping track of all approved office expenses.
* Reconciliation of cheques deposited in bank accounts by various divisions.
* Follow up with the divisions about the deposit slip which has not credited to the bank and providing to the line manager.
* Reconciliation of Bank Statement.
* Statement of Accounting Taxation ( VAT )

 **As a ADMINISTRATIVE ASSISTANT**

* Specialization in handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheques, etc.
* Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.
* Review and approve payment vouchers & journal entries.
* Making & receiving telephone calls. Scheduling appointment
* Receiving & directing customers/ business visitors
* Scanning/ printing/ photocopying official documents. Filing letters/ papers
* Purchase and management of stationery and office supplies
* Updating and maintaining client data-base
* Liaising with building and facilities maintenance. Contracts management
* Custody of petty cash for making small payments to suppliers
* Organizing staff meetings and events including catering arrangements
* Perform work related errands as requested such as going to the post office and bank
* Keep office area clean and tidy. Filing, copying and faxing. Filing, copying and faxing
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Maintains technical knowledge by attending educational workshops; reviewing publications.

**II.** Name of the Firm**: Tikitar Industries Mangalore, INDIA**

**Designation: Accountant**

**Job Responsibility: -**

* Handling Payable and Receivable Cheques
* Quality Control of the work processed on daily basis. Data Entry of the Cheque details sent from business area.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Prepares payments by verifying documentation, and requesting disbursements. .
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Prepare balance sheets
* Reconciliation of Bank statements
* Accounting Taxation ( VAT )

**OBJECTIVES**

* Seeking a profession with a well –known organization. To work with a growing organization for a dynamic learning experience and to contribute substantially to the development of the organization.
* To secure a challenging position to contribute my skills in the account’s/Administrative field.

**TECHNICAL / PROFESSIONAL QUALIFICATIONS**

* Post-Graduation Diploma in Computer Applications (**PGDCA)**.
* Certificate Course in **TALLY ERP 9**
* (Tools: MS-Word, MS-PowerPoint, MS- Excel, Compatible with internet)

**CORE COMPETENCIES**

* Ability to work as an efficient team member.
* Good inter-personal and communication skill.
* Excellent analytical, logical, trouble shooting and reasoning skills.

I *hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief*