

CHETHAN

CHETHAN.36729@2freemail.com

**Cash Management**

**Accounting Knowledge**

CAREER OBJECTIVES AND GOALS

A hardworking and highly motivated individual with 5 years of work experience, I am competent and reliable and able to work well both independently and in a team in Finance and Accounts department. Quick to learn and used to adapt to high pressure and tight deadlines while remaining both good humor and accurate.

EXPERIENCE

**Assistant Manager Accounts,**

**M/S Prakash Retail Pvt Ltd , Dharwad , India**

**14-November-2011 to 21-March-2015**

**Accomplishments**

* Handling cash transactions in lump sum and tallying perfectly.
* Manage day to day cash transactions of the company
* Ensuring company cash flow and doing prompt payments to suppliers.
* Maintain Account Receivable and Payable Ledgers.
* Record sales transactions in the system on a daily basis and keep track on Account Receivable.
* Prepare Debtors list by using excel and constantly follow up for payments.
* Perform daily accounting transactions such as creating and posting vouchers.
* Check daily Bank Reconciliation statements of all bank accounts maintained and resolve any differences in a timely manner.
* Prepare MIS report on daily basis.
* Card sales reconciliation and handle all cash related transactions. Tally daily cash and cheque deposits checking with the online bank statements.
* Prepare financial reports such as Trial Balance, P & L A/c and Balance sheet with the help of Accounts Manager.
* Maintain PDC and reconciliation of postdated and current dated cheques.
* Co ordinate with bank authorities, auditors and ensure proper compliance with all statutory regulation and company policies and procedures.
* Prepare vouchers and Cheques for receipts and payments.
* Monitoring and handling the day to day credit sale transactions of store.
* Passing monthly provision entries of all expenses.
* Preparation of monthly revenue generating reports like delivery charges, Service charges and installation charges collection and reporting to top management.
* Petty cash payments.

**Reporting to Senoir mangers**

**EffectiveCommunication Skills**

**Excellent Accounting Skills**

**Willingness to Learn**

**Leadership Skills**

* Reconciliation of ledger and sending balance confirmation to parties
* Reconciliation of interbranch entries, gift voucher and scratch card entries.

**Document Controller**

**Al Turki Enterprises L L C, Al Buraimi,Sultanate of Oman**

**01-April- 2015 to 07-September-2015**

**Accomplishments**

* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
* Perform all computer operation/encoding as instructed by my immediate superior.
* Perform the necessary filing.
* Ensure accessibility, traceability and accuracy of documents
* Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
* Ensure that Project Team and contractors comply with the document management system process and procedures.
* Work closely and liaise with contractors’ document control group in all matters relating to document control.
* Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
* Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing .

**Assistant Manager Accounts and Admin**

**M/S Prakash Retail Pvt Ltd , Bangalore , India**

**01-October- 2015 to 11-April-2017**

**Accomplishments**

**Trainned in Oracle System**

**Flexibility and Adaptability**

**Quick Learner**

* Handle a team of 30 staffs including Associates, Sales officers and Sale Executives.
* Renewal of labour License, maintaining of Attendance Register, Bonus Register and other Store documents.
* Arranging company product demonstration programme to customer
* Maintaining ISO Records.
* Annual Maintenance Contract ( Like Lift, Generator and Air Condition),
* Look after daily showroom maintenance (Cleaning, Security, Safety and Lighting),
* Stationery Management,
* Arranging company product training programme to associates.

EDUCATION

* **Master in Business Administration** in Finance at Sahyadri College of Engineering & Management affiliated to Vishveshwaraiah Technological University, Belgaum. Completed MBA with an aggregate of **64%** in the year 2011**.**
* **Bachelor of Business Management** at St Philomena College, Puttur affiliated to Mangalore University. Completed BBM with an aggregate of **64%** in the year 2009.
* **PUC** at St Philomena PU College, Puttur affiliated to Karnataka State Board. Major Subjects: Statistics, Economics, Business

Studies, Accounts. Completed PUC with an aggregate of **74%**

in the year 2006.

* **SSLC** at St Philomena High School, Puttur. Completed SSLC with an aggregate of **69%** in the year 2004.

IT SKILLS

* **Operating systems:** Windows XP, Windows Vista, Windows7
* **Knowledge on:**  MS Word, MS Excel ,MS PowerPoint, Tally 7.2 ,Visual Basic ,Oracle ,ERP and Internet Applications

PERSONAL INFORMATION

**Date of Birth:** 12th Sept 1988

**Nationality:** Indian

**Marital Status:** Single

**Passport Status: 28-Feb-2021**

**Languages known:** English,Hindi,Kannada,Malayalam & Tulu