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| **RAKSHA .****B.Com (University of Mangalore)** **Working Knowledge of:****TALLY ERP9**Raksha.376505@2freemail.com **C/o- No.** +971504973598**\\Pc1\d\Scan5.jpg****Personal Details**Date of Birth: 4th Nov 1995Marital Status: MarriedNationality: IndianLanguage: English, Hindi, Kannada, Tulu.Visa Status : Visit Visa.**RAKSHA** **B.Com (University of Mangalore)** **Working Knowledge of:****TALLY ERP9** | **Objective**To seek a growth oriented position in a challenging work environment where my knowledge and skills can be utilized and enriched in the accounting and administrative field.**Key Skills*** In-depth knowledge of the accounting principles, book-keeping practices, and financial accounting.
* Ability to communicate effectively and coordinate work with other staff members for day to day activities.
* Excellent in performing arithmetical calculations required for handling the accounts concerned.
* Aptitude to analyze data for better understanding and to detect discrepancies in calculating or posting the data in accounting books.
* Good in preparation of reports in Excel sheet with short cut keys.
* Ability to plan and complete the work in time.

**Work Experience*** Was Working as part time Junior Accountant underUmeshRao Chartered Accountant India from Jan 2016 to may 2016
* Was working as Accountant under BalakrishnaBhat , Chartered Accountant India from June 2016 till November 2017 .

**Employment History****BalakrishnaBhat and Umesh Rao Chartered Accountant,India as an Accountant from Jan 2016 till November 2017.*** Independently maintaining and handling day to day accounting transactions
* Independently handling coustmers accounts.
* Independently verify vendors invoices and generate cost sheet for superiors approval and prepare receiving instructions and advice coustmer on shipment and delivery details.
* Attend to and follow-up on customers’ enquiries and requests.
* Maintain reports, process documentation .
* Preserve proper records keep all assigned files up-to- date.
* Produce monthly reports and other reports on purchasing, consumption and supplierperformance.
* Perform variety of accounting functions including examination, analysis, maintenance,reconciliation and verification of financial records under direct supervision.
* Receive, record and bank cash, checks and vouchers. Issue receipts, refunds, credits or changedue.
* Assist Chief Accountant in accounts finalization, monthly book closing procedures and inpreparing financial statements such as balance sheet and profit & loss statement.
* Ensure all accounting process such as handling complete books of accounts independently upto completion are carried out according to standards with zero error tolerance.
* Work cooperatively with banks, auditors and all parties dealing with the company.
* Help in continually reviewing and setting up improvements to current procedures.
* Experience in Fixed Assets Verification and reporting the same in Excel, and Maintaining the Fixed Assets Register.
* Experience in Stock audit and reporting the same in Excel.
* Auditing experience: Auditing the books of accounts, stock audit, FAR verification, etc..
* Have knowledge in filing VAT 100.
* Vouching the books of accounts.
* Wide knowledge in investment proof verification for income tax purposes.
* Manual filling of ITR and applying for TAN.
* Have Knowledge in Tax Auditing .
* Have knowledge in TDS &GST .
* Good communication Skill in English .

**Computer Skills**Well acquainted with MS Office (Word & Excel), Tally Version 7.2, ERP 9,Win man CA ERP, SAP, Accounting Wings .* Persumed Practical Accounting And Taxation Under UmeshRao , Chartered Accountant
* *P*ersumed competitive exam training
* Persuming MBA in Finance in Sikkim manipal university
* Persumed SAP in MICE institution and scored 93%.

**Education**

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| **Course** | **University / Institution** | **Year of Passing** | **Percentage** |
| Master of Business Administration (MBA in Finance) | Skkim Manipal University Manipal | 1st Sem | 56% |
| Bachelor of Commerce (B.Com.) | University of MangaloreSri Dhavala College | 2016 | 79.45% |
| Pre-University (PUC)Commerce | Jain P.U. collegeMoodabidri Karnataka | 2013 | 86.33% |
| Secondary School | ST.Thomas English Medium School Alangar | 2005 | 76.32% |

**Declaration**I hereby declare that all the above furnished details are true to the best of my knowledge, I amalso confident of my ability to work in a team. |

