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| **RAKSHA .**  **B.Com (University of Mangalore)**  **Working Knowledge of:**  **TALLY ERP9**  [Raksha.376505@2freemail.com](mailto:Raksha.376505@2freemail.com)  **C/o- No.** +971504973598  **\\Pc1\d\Scan5.jpg**  **Personal Details**  Date of Birth: 4th Nov 1995  Marital Status: Married  Nationality: Indian  Language: 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**   |  |  |  |  | | --- | --- | --- | --- | | **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 Mangalore  Sri Dhavala College | 2016 | 79.45% | | Pre-University (PUC)  Commerce | Jain P.U. college  Moodabidri 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. |

