Sateesha

Sateesha.379949@2freemail.com

**PROFILE OVERVIEW**

* **A competent professional with 8+ years of experience in:**
* General Accounting Operation.
* Managerial Level.
* Human Resource Management.
* Daily and Monthly Report.
* Reconciliation of documents.
* Preparing Salary and Salary Slips.
* Finance and Management.
* Handling General Accounting Operation of the organizations.
* Reconciliation of documents and preparing the Reconciliation reports.
* Assist the HR/Admin Manager in Account and Time Office.
* Maintain the records of employees.
* Track the daily attendance of the employees.
* Present the employees performance report in front of HR manager.
* Implementing standards and ensuring adherence to quality standards.
* Leading, mentoring & monitoring the performance of the team to ensure efficiency in process operations meeting of individual & group targets.
* Assessing training needs of the various employees and organizing effective training programs.
* Responsible for relationship management with clients.
* Strong team player.
* Takes the initiative to learn and go beyond the assigned, responsibility.
* A confident communicator.
* Strong social and networking skills.
* Data Entry level to Preparation of Financial Statements. Sales Tax Related works like Preparation of Monthly Returns, Filing Monthly Returns, ST Assessment and accounting up to finalization etc.
* Accounts Related works like Data Entry, Ledger Reconciliation, Handling the Suppliers, Branch and Head Office Reconciliation, Preparation of Daily Cash and Bank Statement etc.
* Knowledge of Bank related works like Preparation of Letter of Credit, Bank Guarantee Monthly Stock Statement etc.
* Updating day to day Accounting Transactions.
* Handling Sales and Purchase Related Works.

**OBJECTIVE**

To be part of an organization, which is looking after an opportunity to grow itself and also that would help in one’s growth.

**SKILLS SET**

**IT AND COMPUTER**

* Ms Access.
* Windows XP
* Tally.
* Internet.
* Computer Peripherals.
* MS Office (Word, Excel, Power point), Tally ERP 9 4.8
* Proficient in accounting Software

**ADMINISTRATION**

* Strategy.
* Decisions Making.
* Result preparation.
* Parent Teacher Meeting.
* Planning & scheduling exams.
* Reporting & Communication.

**REPORTING & COMMUNICATION**

* Preparing Excel Reports.
* E-Mail Writing.
* Communicative.
* Manage & Prepare Documents.
* Good Interpersonal Skills.

**LEADERSHIP & MANAGEMENT**

* Goal Oriented.
* Resource Allocation.
* Result oriented Planning.
* Organizing.
* Directing.

**EDUCATIONAL QUALIFICATION**

# Bachelor of Commerce from Karnataka University, Dharwad in the Year 1994 – 95

**ORGANIZATIONAL EXPERIENCE**

# PRESENT PROFILE

**Organization : M/s.VLCC International LLC. Dubai**

**Position**  : **Corporate Accountant** (Presently working, since Feb’2017 till date)

**Job Profile**

Currently working as a Corporate Accountant and handing form here Oman VLCC Centers & Middle East accounting. Maintaining entire Centre Accounts up to MIS & sending the same to Corporate Accountant for Consolidation purpose. Cash, Credit Card & Cheques handling. Day to day payments to sundry creditors, preparations of Bank Reconciliation statement, preparation of Payroll, Calculation of Incentives & sending the same to Accounts Manager for approval purpose. Timely sending of reports like MIS, Salary Details, closing Reports to Accounts Manager.

**Organization : M/s. VLCC HEALTH CARE LTD, Hubli-Karnataka-India**

**Position**  :  **Centre Accountant** (Sept’2007 to Jan’17)

**Job Profile**

 Centre Accountant for Hubli, Mangalore & Goa Centre. Maintaining entire Centre Accounts up to MIS & sending the same to Corporate Accountant for Consolidation purpose. Cash, Credit Card & Cheques handling. Day to day accounting, Payments to sundry creditors, **meeting all statutory obligations like VAT Calculation & attending the Assessments, Service Tax, PF, ESI, TDS.** Preparations of Bank Reconciliation statement, Inventory Control are all the some of important part of work. Preparation of Payroll, Calculation of Incentives & sending the same to Corporate for approval purpose. Timely sending of reports like MIS, Salary Details, closing Reports & TDS details to Corporate Office.

**Organization : M/s. Bio-Ethicals Pharma Ltd.,Hubli-Karnataka**

**Position**  : Accountant

 **9 Years of work experience**

**Job Profile**

Maintaining computerized day to day accounts, Statutory

Payments such as Sales Tax, Professional Tax, ESIC. Bank Reconciliation & Filing of

Sales Tax Returns Calculation and payment such as Salary & Wages, PF, Bonus,

Filing of PF & PT Returns.

**STRENGTHS**

* Ability to handle work independently.
* Easy Adaptation to Work Environment.
* Excellent presentation, communication & inter personal skills.
* A decision maker, resourceful and work well under pressure.
* Able to function well under pressure created by work demand.

**PERSONAL DETAILS**

Date of Birth : 5th June 1974

Marital Status: Married

Nationality: INDIAN

Languages: English, Kannada, Hindi,

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Date : Signature :**