**SUSHMITHA**

**E-mail**

**Sushmitha-392921@2freemail.com**

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| --- | --- |
| **PERSONAL DATA** |  |
| **Nationality** | **: Indian** |
| **Date of Birth** | **: 20/11/1991** |
| **Sex** | **: Female** |
| **Marital Status** | **: Married** |
|  |  |  |
|  |  |  |

**Status : Husband Visa Valid till 26th January 2021**

**LINGUISTIC ABILITY**

**English, Hindi, Kannada & Tulu**

**CURRICULUM VITAE**



**Career Objective**

**Seeking a career-oriented position with a multinational or professionally managed organization, where my education and experience is best utilized for dedicated corporate development.**

**A position where I can utilize my professional skills and expertise is required along with personal and professional growth.**

**Employment History**

**Designation : Accounts Assistant**

**Duration** **: July 2018- 31st March 2019**

**Job Responsibilities:**

* **Handling communications with clients and vendors via phone, email, and in-person.**
* **Petty cash disbursements**
* **Handling and monitoring petty cash**
* **Preparation/Monitoring/releasing of Employers cheque and vendor cheque.**
* **Preparation ,monitoring of Salary certificate & Salary Transfer letter**
* **Maintaining time sheets in the folder ,monitoring which is pending monthly.**
* **Entering attendance in the system –IT Staffing.**
* **Addition /Deletion of Group Life/ Employer’s liability Insurances.**
* **Enter financial transactions into internal databases**
* **Maintain digital and physical financial records**
* **Issue invoices to customers and external partners, as needed**
* **Review and file payroll documents**
* **Participate in quarterly and annual audits**
* **Calculating and checking to make sure payments, amounts and records are correct.**
* **Sorting out incoming and outgoing daily post and answering any queries.**
* **Providing support to the Accounting Department.**
* **Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.**
* **Able to handle accounts book keeping.**
* **To assist in accounts transactions, checking, verification & follow up.**
* **Prepare payments to vendors and claims (process payment, prepare invoice, payment voucher, receipts, cheques)**
* **Maintain proper filing of accounting documents for record keeping.**
* **General admin support and other relevant ad-hoc tasks or assignments**
* **Cheque scanning and releasing**
* **Scanning of documents (invoices to be sent to client, cheques for release, cheques collected from client, remittance to bank)**
* **Photocopying of invoices for vat filing and other documents assigned**
* **Documentation for attachments to transaction journals**
* **Printing and filing of invoices, payslips, bank statements, payroll, bank reconciliation**
* **Posting of receipts in internal database software.**
* **Deposit and withdrawal of cheque & cash from bank**
* **Preparing of payment vouchers**
* **Updation of purchase requisition form**
* **Preparing of work order, create LPO and link it with Work order created.**
* **Send approved LPO to Supplier and communicate the delivery.**
* **Preparing of invoice in internal database software.**
* **Preparation of outward remittance.**

**Designation : Accounts Assistant & Executive**

**Duration** **: May 2015-September 2016**

**Job Responsibilities:**

* **Perform typing, filing, record keeping, copying and other clerical assignments as assigned, including answering phones.**
* **Obtain bills from online portals, mail, courier, etc.**
* **Investigate missed bills/invoices**
* **Prepare and process invoices to clients (internal and external)**
* **Follow up for payment on outstanding invoices to ensure timely collection**
* **Process payments received in accounting system**
* **Entered information and customer’s purchase orders into the system**
* **Communicate with warehouse staff to ensure timely delivery.**
* **Entered Data processing daily entries of weight, shipments, and billing into logistics software**
* **Verified and kept records of incoming/outgoing shipments.**
* **Organize files both manually and electronically**
* **Process incoming orders and enter notes in the system**
* **Complete required shipping documents/ paperwork as needed.**
* **Provide accurate information and assistance to customers, which includes determining pick-up and/or delivery needs, problem resolution, updating systems to meet customer special handling requirements.**
* **Assist customers via phone, e-mail and/or fax in all inquiries, including but not limited to, tracing shipments, rate quotes, billing and/or invoicing questions, etc.**
* **Communicate with sales, operations and other service centers and/or departments to ensure customer’s needs are achieved and all issues are resolved**
* **Reconcile cash and checks collected, prepare deposits and prepare COD check remittance to customers, as required**

**Designation : Office Assistant**

**Duration** **: December 2014 – April 2015.**

**Job Responsibilities:**

* **Answering telephones, taking messages, reply to mails and responding to enquires in a professional and helpful manner.**
* **Serving customers by backing-up reception.**
* **Filing corporate documents, records and reports.**
* **Client feedback & follow-up the queries of the client.**
* **Product related quotation given by customer, customer feedback and to generate enquiries & submit quotation accordingly.**
* **Placing orders & negotiation with suppliers.**
* **Preparing purchase orders and following confirmation of order.**
* **Vouchers preparations.**
* **Manage the documents in proper way.**
* **Updating of ISO documentation on daily basis.**

**Tendering**

* **Preparation of tenders documentation.**
* **Submitting Tender (Online as well as by post).**
* **Preparation of bank guarantee.**
* **Email & letter correspondence.**
* **Maintain records of all tenders, EMD, payments, invoices etc.**

**Designation : HR Executive cum Admin Assistant**

**Duration** **: Feb 2013 – Nov 2013**

**Job Responsibilities:**

* **Head hunting for textiles and non- textiles candidates.**
* **Reviewing resumes and applications.**
* **Conducting recruitment interviews and providing the necessary Inputs during the hiring process.**
* **Working with recruitment agencies to source for candidates for specific job positions.**
* **Screening the profiles suitable for the company’s requirements based on the salary offered, experience in the industry, skills & assignments to be handled.**
* **Sourcing candidates via recruitment agencies and job online advertisement.**
* **Screening the candidates by resume short listing, phone interviews with coordination with the concerned departments & background verification of the shortlisted candidates.**
* **Maintenance of excel sheet of all the selected candidates and the revenue collection for the month.**

**Educational Qualification**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Course** |  |  | **Institution** |  | **Board /University** | **Year** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **BCOM-Bachelor** |  |  | **Patuck Gala College Of** |  | **Mumbai University** | **2011-2012** |  |  |
|  | **of Commerce** |  |  | **Commerce & Management** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **HSC-Higher** |  |  |  |  |  |  |  |  |
|  | **Secondary** |  |  | **SNDT** |  | **Maharashtra Board** | **2008-2009** |  |  |
|  | **College** |  |  |  |  |  |  |  |  |
|  | **SSC-Secondary** |  |  |  |  |  |  |  |  |
|  | **School** |  |  | **St.Anthony High School** |  | **Maharashtra Board** | **2006-2007** |  |  |
|  | **Certificate** |  |  |  |  |  |  |  |  |

**Computer Proficiency**

* **MS Office ( Word, Excel, Power Point )**
* **Microsoft Outlook**
* **Tally ERP 9**

**Personality Skills**

* **Excellent written and communication skill**
* **Very good interpersonal, analytical, and organizational skills**
* **Counselor & a patient listener**
* **Excellent ability to plan ahead and manage time effectively**
* **Self-motivated and ability to achieve results in time**
* **Willingness to learn from others and from daily experience**
* **Creating an environment that rewards collaboration, mutual support and achievement of goals within the teams.**

**Declaration**

**I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief and that I have not withheld any information that might affect my suitability for employment.**

**Sushmitha**