CURRICULUM VITAE

***Career Aspiration:***

* *Seeking a position where my knowledge can be shared and enriched. I would like to have an opportunity to contribute for the growth of the organization*

***Professional Abridgement***

# A qualified and experienced professional with General Accounting and Auditing of (**10 Years in** India)

* *Recent working Experience as Vtech Biotron Pvt.Ltd, Bangalore (India) Computerized Billing Accounts & Assistant the Manager.*
* *Having the knowledge of operating the Accounts in Tally ERP 9 VAT, GST versions*
* *Other Billing Accounting: Wings, Orbite , online SAP Billing Accounting*
* *Well versed with internet, E-mail MS office & E commerce.*
* *Good Communication skills, Hard working, patient attitude and taking responsibilities. Hard working and fast learner.*

***Proficiency Forte: General Accounting and Auditing ,Assistant the Account and Manager.***

 ***R E C E N T W O R K E X P E R I E N C E***

* ***Vtech Biotron Pvt. Ltd, Bangalore (India):( 01.09.2017 to 15.09.2019 )*** *Computerized Billing Accounts & Assistant the Manager.*
* ***Hariharan & Co Audit firm*** *- Audit Assistant from* ***January 2011 to September 2017*** *I exposed to audits of various Organizations, finalization of accounts of partnership firms , proprietorship business individuals etc.*
* ***M/S Sri Krishna Lubricants****. in Hassan (****Aug 2008 to December 2010 )*** *Authorized Stockist for Servo Lubricants from India Oil Corporation Ltd. for four District Having experience as an Computerized billing, Accounts & Assistant Manager.*

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***Key Responsibilities:***

* + *Making the Payments relating to the Suppliers, Deposits to Bank, Tax payments such as Sales Tax (VAT), Income Tax & GST*
	+ *Having the knowledge of Raising E commerce Applications*
	+ *Having the knowledge of Raising the Purchase Bills, Invoices of Cash and Credit Sales, Debit and Credit Notes.*
	+ *Preparation of Stock Valuation Statements, Reconciliation Statements of Bank Accounts, Suppliers Accounts & Monthly Sales and Purchase Statements.*
	+ *Having the Knowledge of Filing the Monthly, Quarterly and Annual Returns relating to Sales Tax (VAT), e-pass purchase & sales. GSTR1 and GSRT3*
	+ *Having knowledge of Maintaining the books of Accounts relating to Subsidiary Books, General Ledgers, Stock Ledger, Cash and Bank books up to Finalization level .*
	+ *Co-ordinate with the respective sales Managers or customers if any quarries Communicate with respective customer or sales executive for any clarifications Preparing Daily and Monthly sales reports*

***Academic Credentials : Training and certificates:***

* *Banking in Diploma: 1) From Mysore University, Hassan*
* *Diploma in computer: 2) VIVEKANADHA COMPUTOR EDUCATIONS Bangalore.*
* *Completed professional course of Tally.*
* *Undergone basic computer training program.*

***Personal Dossier***

* + *Marital Status : -Married.*
	+ *Nationality : - Indian.*
	+ *Sex :- Female.*
* *Linguistic Abilities* ***:*** *English / Hindi / Kannada*
* *Personal Contact :* *priya-397697@2freemail.com*
* *Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598*

*I am available for an interview online through this Zoom Link* [*https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09*](https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09)

***Declaration:***

* *The above information furnished is true and correct to the best of my knowledge. Seeking a Challenging and good Job.*

# Place: Dubai

*Date: Priya*

# (Yours’ faithfully)

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