

## CURRICULUM VITAE



### **JAYASHREE**

#### **Contact Detail:-**

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#### **Personal Information:**

Date of Birth: 25<sup>th</sup> May 1989

Gender: Female

Marital Status: Married

Nationality: Indian

Visa Status : Visit Visa

Visa Validity : 1<sup>st</sup> Sep to 30<sup>th</sup> Nov 2022

#### **Languages Known :-**

- English
- Hindi
- Kannada
- Tulu

#### **Address**

Dubai. UAE

### **CAREER OBJECTIVE**

Seeking a position in an organization that gives an opportunity to fully utilize acquired skill set to excel alongside the organization.

### **WORK EXPERIENCE**

- **Audit Officer** :  
Raja Rajeshwari Group of Institutions Bangalore. (Sep 2020 to July 2022)
- **Senior Finance Executive** :  
22 Feet Tribal Worldwide Pvt Ltd Bangalore. (Sep 2018 to April 2020)
- **Accountant** :  
Vashi Electricals Pvt LTD Bangalore. (May 2017 to Aug 2018)
- **Accountant** :  
Vishal Enterprises Developers Mangalore. (Aug 2012 to Feb 2017)
- **Accountant** :  
Marian Project Pvt LTD Mangalore. (June 2009 to Aug 2012)

### **DUTIES & RESPONSIBILITIES**

- Working on accounting software with respect to accounts payable & Receivables.
- Verifying and booking of vendor bills and payment processing.
- Records monthly GL and journal entries.
- Coordinate in monthly closing processes.
- Preparing Professional Tax to submit concern department.
- Ensuring the calculation of Tax such as TDS, EQL and GST at appropriate rate while processing invoices and payment of vendors.
- TDS challan Payment and quarter filing for TDS on salary and Other than salary.
- Generation of form 16-part A and B.
- Check and verify documents on back reconciliation and ensure proper documentation for internal and external auditor's review.
- Research and resolve vendor queries, invoice discrepancies and issues.
- Handling outlook mails, Courier Documents and Faxes.
- Disburses petty cash by recording entry, verifying documentation.
- Preparing Statutory Reconciliation, Bank Reconciliation, and vendor reconciliation statement monthly.
- Preparation of MIS (Management Information System) Reports.
- Bill processing of all purchases/service and making payments.
- General Ledger and Journal postings.
- Scrutiny and preparation of monthly report.
- Handling Cash/Bank transactions.

## EDUCATIONAL QUALIFICATION

- **D.C.A:** Diploma in Computer Application at Karnataka Computer Academy in the Year 2008. (Marks – 80%)
- **B.B.M:** SDM Management College, Mangalore in the Year 2009. (Marks- 60%) (**UAE-ATTESTED**)
- **P.U.C:** Mahatma Gandhi P U College, Mangalore in the Year 2006. (Marks – 72%)
- **S.S.L.C :** Mahatma Gandhi High School, Mangalore in the Year 2004. (Mark – 65.00%)

## TECHNICAL SKILLS

- **Operating System:** MS Windows XP-8-10
- **Office Automation:** MS Office, M S Excel, M S Power Point and Internet.
- **Accounting Software:**(Tally ERP 7.2& 9) –(SAP HANA) – (Cloud ERP)

## STRENGTH

- Possess sound knowledge of accounting principles and standards.
- Sincerity
- Exhibit inter-personal and managerial skills.
- Effective communication skills – impart instructions/information precisely and convincingly.
- Effectively delegate authority to subordinates and implement instructions from superiors.
- Possess strong aptitude to learn from new horizons and flair/zeal to take up challenging assignments.

## HOBBIES

- Cultural Activities in School & Colleges.
- Sports

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Sincerely,  
JAYASHREE