

**CAREER OBJECTIVE:**

To realize my potential as a hard working, result oriented individual, working in a technically challenging role that mutually benefits the organization and me.

To associate with organization which progress dynamically and gives me a chance to update my knowledge and enhance my skills in the state of art technologies and be a part of the team that excel in work towards growth of the organization

Preference:

Position: Accounts Executive/ HR Executive

EDUCATION

<i>Examination</i>	<i>Name of institute</i>	<i>University</i>	<i>Year of passing</i>	<i>Percentage</i>
B.Com (Degree)	Dr B B Hegde First Grade Collage Kundapura	Mangalore University	2014	73.44%
PUC / 12th	Bhandarkar's Arts&Science Collage Kundapura	Pre University Board.	2011	61.00%
SSLC / 10 th	Govt High School Tallur	Karnataka State board	2009	64.00%

WORK EXPERIENCE -1

*Semac Consultant Pvt Ltd
Bangalore, India*

June 2015 - December 2016

Company Profile:

Semac is A World class Architectural & Engineering Organization, among the pioneers of Design Engineering Consulting in India, with end-to-end capabilities across Architecture, Structural, Electrical, Public Health Engineering (PHE), Fire protection, Heating Ventilation and Air Conditioning (HVAC), LEED certifications and Energy Audit domains.

Role: Accounts Executive***Responsibilities:***

- Responsible for Raising Sales Invoices as per the Consultancy Contract.
- Collection of Revenues and follow up with Clients for the swift payment
- Handling the Vendor Payments
- Processing the Reimbursement of Travelling Expenses
- Processing the Petty Cash Expenses.
- Processing the Administration expenses.
- Responsible for the Utilities and Rent Payments.
- Handling Cash and Bank transaction on day today activity.
- Preparation of Bank Reconciliation and reporting to Supervisor.
- Preparation of Cheques and sending to Director for Signature.
- Assisting Annual Statutory Audit and Service Tax filing.

WORK EXPERIENCE -2

Rebin lifestyle Pvt Ltd.
Bangalore, India

September 2014 - June 2015

Company Profile:

Rebin Lifestyle Pvt Ltd is a leading Manufacturer & Supplier of Acoustic panel from Bangalore, Karnataka, India. It is involved in Hotels and other provision of short-stay accommodation, Restaurant facilities operated in connection with the provision of Boarding and Lodging.

Role: Account Admin.

Responsibilities:

- Managing Sales and Purchases.
- PO and Invoice preparation.
- Accounts Receivables
- Accounts Payables
- Assisting for VAT/Service tax/Income tax Filing.
- Maintaining Petty Cash.
- Maintaining Cheque Register.
- Preparation of Bank Reconciliation Statement

TECHNICAL SKILLS

- Diploma in Office Automation.
- Working experience in Tally
- Experience with Microsoft Office - Excel and word

PERSONAL DETAILS

- **Date of Birth** : 21st April 1994
- **Father Name** : Gopal Shetty T
- **Nationality** : Indian
- **Passport Number** : P7323461
- **Marital Status** : Married
- **Residence Location** : Doha, Qatar
- **Languages** : English, Hindi and Kannada.

Place: Doha Qatar

Date: August 17, 2017.

Deeksha