

RESUME

CHANNESHA
Sampige Road
2nd Main RS Pally
Seva Nagar Banaswadi
Bangalore – 560084

Professional: Finance & Accounts Mail-ID : shreechannesha@gmail.com

Mobile no : 9535771684

Objective

SKILL SET	PROFILE SNAPSHOT
Financial Control / Analysis Accounts Management	<ul style="list-style-type: none">• Finance & Accounts professional with over 8.4 years of experience Rich experience in entire gamut of accounting & finance operations entailing
Account Payable & Receivable	<ul style="list-style-type: none">• preparation Maintenance of statutory books of accounts and administering the finalization of year end
Financial Service	<ul style="list-style-type: none">• Financial statements Excellence in monitoring cash flows and ensuring that funds are arranged in
Payroll Accounting	<ul style="list-style-type: none">• the most cos Effective manner after projecting accurate cash forecast ensuring that there is no shortage
Finance	<ul style="list-style-type: none">• Of cash in hand Track record of overseeing financial statements including trial balance, bank
Accounting and Admin	<ul style="list-style-type: none">• reconciliation Reports, profit & loss account, age-wise accounts payables & receivables statements and
Tally ERP 9.0 UK Mainframe & Java	<ul style="list-style-type: none">• Balance sheets Hands-on in creating supplier code in the software, enrolling all the supplier
Bank Reconciliation	<ul style="list-style-type: none">• details and Payment terms as per the agreement and producing new account codes to the existing
Bank Reconciliation	<ul style="list-style-type: none">• Chart of accounts Effective leader with excellent motivational skills to sustain growth
Bank Reconciliation	<ul style="list-style-type: none">• momentum while Motivating peak individual performances

ORGANISATIONAL EXPERIENCE

Current Job:

NEEDLE EYE BOUTIQUE

Designation: Sr ACCOUNTANT
Tenure: December-2020 to till now

Process: Senior, Accountant

- Worked with honesty in all the areas of responsibility
- Prepared many financial reports while working with whole finance team of my company
- I perform analyses of the reports presented to me and communicate those analyses with the other managers of the company
- Also, perform corrections of the accounting record to make sure that all the accounting record is accurate.

- Very resourceful and enthusiastic in completing the project.
- Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
- Handling preparation of MIS reports and reconciliation statements.
- Keep good and understanding relation with my customers.
- Perform payable functions of accounts related to construction expenses.
- Coordinate with payroll functions of all the employees of the company
- Prepared accounts for company and checked the tax details for auditing
- Recorded all the company expenses and continuously monitored them

MAYA FORANGI INDIAN LOUNGE IN MUSCUT (OMAN COUNTRY)

Designation: Sr ACCOUNTANT

Tenure: March -18 to October-2020

Process: Senior, Accountant

- Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control
- Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility
- Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms
- Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
- Determining financial objectives and designing & implementing systems, policies & procedures to facilitate financial control; guiding preparation of cash flow & bank reconciliation statements
- Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
- Coordinating with the team for sending the MIS report to head office on daily basis, also for manpower planning, recruitment, induction, exit interviews & ensuring cultural fit
- Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns
- Preparing internal & statutory audit schedules on quarterly and yearly basis
- Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management
- Preparing the personal files, cash & fund flow statement, balance sheet, audit reports, sales invoices, debtors' reconciliation and other financial reports to keep track of financial performance

Oracle India Private Limited Bangalore

Since Feb- 2016 To march-2018

Designation: Analyst (financial service)

Department: US Global Order Management NAMER Team. (NorthAmerican Division).

- Job Responsibilities handled as US Global Order Management Analyst
- Submission of Orders.
- Validating the documents submitted by DMG/Sales
- Booking orders
- Coordinating with AR, Collections, Credits, CAST Team & CDI Team towards resolving and processing order successfully.
- Responsible for creating agreements.
- Responsible for creating address.
- Responsible for handling process related issues and escalations for the team.
- Support & clarify the Line of business on process policy related queries, escalations resolution and build customer relationship.
- Follow up with the Sales and DMG's on getting the relevant documents requirements for booking.

- Handling and conducting various sales and Contracts input forums/calls to improve process and quality.
- Effectively conducting knowledge sharing forums across LOBs and internal teams in order to improve cross process knowledge and effective improvement in work life.

TESCO HSC (Tesco Hindustan service centre private limited)

Designation: Financial Service (Accounts Payables) Commercial Payables

Tenure: Dec.12 To Jan.16

Process: Commercial Payables (CP) and (OPS Finance (Ireland Process)

Role & Responsibilities:

- Initiating the invoice for payment- Capturing all the details from supplier invoices which is stored on documentum & input them on Bought Ledger system (payment tool).
- Coordinating with the supplier & depot in UK incase of any discrepancies in invoices.
- Quality of checks the invoices processed by team & updating the QC report on regular basis & educating the team on the areas of error.
- Timely updating the supplier on the payment date of the invoices.
- Vendor reconciliation- Crossing verifying the Statement send by supplier along with Bought Ledger reports & updating the status.
- Assisting team lead in activities like preparation of productivity & efficiency report.
- Coordinating with vendor & buyers to clear Wrong bill to address invoices.
- Updating MIS report and sent to Management.

Process: India Finance

- Raising purchase orders Payment made to the bills for office expense
- Payment made to Transport Dept. used for Employee's Tesco India Finance team takes care of Employee Payroll and Expenses incurred by Employee, Transport and Admin Teams
- Entry of Bills into the centralized folder for quick access and approval from manager

ACHIEVEMENTS

- Awarded for achieving excellence in productivity and Quality for consistence performance.
- Quarterly award for training new team members and being consistent in my performance.
- Got recognized for handling new pilot process.

Ravi Kiran Office of Chartered Accountants (Auditor office):

Designation: Administration Support

Tenure: Feb 12 To Nov 12

Process: Audit Office

Preparing Balance Sheet, T.D.S, Filing Income Tax of Customers, Data entry

Responsibilities:

- Working on Tally ERP
- Preparing Vouchers Checking Bills
- Filing Income Tax Returns Vouchers and Data entry
- Dealing with new VAT & new License & TDS Submit.

Computer Skills:

- Operating Systems: Windows 2000 /XP/98

- MS Office Suite: MS Word, MS Excel, Power point
- Accounting Package: Tally ERP 9.0, UK Process Mainframe UK, oracle java

Academics

- **BA** from Karnataka University Dharwad. (**First class**)
- **PUC (10+2) from** Karnataka University C E S pre-university College (**First class**)
- **SSLC (10th) from** Government high school kattige (**First class**)

Strength:

- Desire to Learn and adopt the latest developments in the field of accounts and finance.
- Possess flexibility in adapting to changing management skills.
- Excellent team member
- Ability to deliver against deadlines
- Sustaining Consistency and improvement in performance

Personal Details:

Name : CHANNESHA
Fathers Name : Giriyappa
Date of Birth : 17/10/1985
Languages Known : English, Hindi, Kannada and Telugu
Hobbies : Playing cricket, Reading book, listening to music
Nationality : Indian

DECLARATION

I declare that the information given above is correct to the best of my knowledge.

Date:

Place: Bangalore
(CHANNESHA)