

**Bharath L**  
**B.com, with 2.7years of Experience in**  
**Finance & Accounts with SGRM and co (chartered accountants).**  
**& Green Graphics international. (India)**

**Phone:** (M) +91 8050746095 **Email:** bharath.linganna@gmail.com.com  
Bangalore, Karnataka.

## **OBJECTIVE**

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To secure the position of a motivational team player in an organization, where I can contribute my skills for the organizational growth and as well enhance my knowledge.

## **SYNOPSIS**

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Young, energetic and result oriented professional with sound Academic background with experience in Accounting, Finance, Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management; Highly ethical, trustworthy and discreet.

- Good at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively
- Dedicated and highly ambitious to achieve personal goals as well as the organizational goals
- Friendly, Enthusiastic & Dynamic
- Excellent decision making skills with a positive approach
- Exceptional communication, analytical and problem solving skills.

## **EXPERIENCE DETAILS**

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**Current Employer: Green graphics international. Bangalore**

**Period** : Since October 2019 to Present.

## **JOB PROFILE**

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**Role: Office-Accounts**

### **Responsibilities:**

### **Tool: Tally ERP 9**

As a Employee lead my responsibilities involve the following;

- ❖ Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- ❖ Preparing of MIS reports (related to Sales, Purchase and Transportation) on daily basis.
- ❖ Maintaining of day to day banking functions, including Bank Reconciliation Statement, Cash Disbursement.
- ❖ Responsible for collecting funds from debtors.
- ❖ Posting voucher entries
- ❖ Coordinating with Auditors for carrying out Audit reports
- ❖ Credit Control and correspondence with customers.
- ❖ Day to day reconciliation of Creditors Ledgers.

- ❖ Maintenance of Daily Sales Record.
- ❖ Preparing GST reports and GST Filing.
- ❖ Day to day reconciliation of a bank statements
- ❖ Maintenance of cash book
- ❖ Preparing of monthly Tds Reports And Filing

### **Previous Employer:-**

**Organization:** SGRM and co (Chartered accountants). Bangalore.

**Period** : Since Sept 2017 to Sept-2019

**Role** : Accounts Executive

### **Responsibilities:**

- ❖ Recording day to day transactions and book keeping .
- ❖ Company Annual Filing documentation and E-filing.
- ❖ Maintaining of day to day banking functions, including Bank Reconciliation Statement, Cash Disbursement.
- ❖ Registration of the company and incorporation of the company .
- ❖ Preparing monthly report and filing Service Tax.
- ❖ Preparing monthly and filing VAT and PT .
- ❖ Filing TDS and ITR Proceeding (preparation and Filing) .
- ❖ coordinating with the clients

### **Application/Software Tools aware**

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- ❖ 1. Tally 9 and ERP
  - ❖ 2. Outlook
  - ❖ 3. MS Office (Word, Excel & Power Point)
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### **EDUCATION**

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Qualification : B.COM  
Discipline : Accountancy  
University : Bangalore University

### **PERSONAL DETAILS**

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Name : Bharath L  
Father's Name : Linganna.N  
Date of Birth : 04-Jun-1996  
Marital Status : Unmarried

Hobbies : listening to music and Playing Cricket  
Residential Address : No.43 9<sup>Th</sup> Cross, Weavers Colony, Gottigere Post,  
Bannerghatta Road, Bangalore-83  
Mobile : 8050746095  
E-mail : bharath.linganna@gmail.com  
Nationality : Indian  
Language Known : English, Hindi, Telugu, and Kannada

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

Date:  
Location: Bangalore

Yours faithfully,  
Bharath L