VINUTHA K

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Bengaluru – 560061.

**Objective**

To Excel in the Industry and to serve the company to my fullest capabilities taking up Challenging assignments, enhancing interpersonal skills, sincerity, Team spirit and diligence at work place that would lead to the fulfillment of personal and corporate goal.

**Professional Skills**

* Maintaining records and files.
* Providing administrative support to ensure efficient operation of the office.
* Support clients, employees through a variety of tasks related to organization and communication.
* Develop and maintain a filing system
* Order office supplies
* Maintaining petty cash.
* Managing office, projects and reporting the same to management
* Maintaining income and expense report weekly and monthly.
* Interacting with the sales department and with the Distributors over the phone.
* Bank Reconciliation, Sales, Purchase, and Expense entries in Tally.
* Bank correspondences
* Payment and fling returns of Professional Tax, Sales Tax & service tax.

**Technical Expertise**

* Tally 8.1, Diploma in Office Automation.
* Typing Senior Completed.

**Educational Qualifications**

* Karnataka State Open University

MBA aggregate marks 55% in 2011.

* Bangalore University

B.com aggregate marks 74% in 2007

**Professional Experience**

**Silicon Retail India Pvt Ltd, Bangalore**

Account Assistant Aug-2007 to March-2009

* Preparing Salary and other payment cheques.
* Entering Purchase, Sales and Expense entries in Remedy Software
* Maintaining Petty cash
* follow up of payments and receipts
* Interacting with sales Department
* Maintaining Creditors Outstanding Report
* Assisting auditors

**South Eastern Roadways**

Account ExecutiveMay-2009 to Dec-2010

* Bank Reconciliation
* Online fund Transfer and Payments
* Petty cash, Taking care of Bank Account Opening and closing Procedures and other bank Correspondences
* Interacting with Branches to get BRS
* Preparing salary cheques and salary Statement

**AYWA**

Admin / Accounts Manager Jan-2011 to August – 2015

* Monitoring office supplies and requirements
* Assigning work to employees and get work done on time
* Managing entire office, and projects and reporting the same to management
* Dealing with contractors to get competitive quotes and quality of work
* Project management
* Organize and schedule meetings and appointments
* Organize office operation and procedures
* Manage and follow-up office contracts price negotiation with vendors and service providers
* Coordinate and follow-up with office staff activities to ensure maximum efficiency and timely achievement of the set goals
* Design and implement filing system
* Ensure confidentiality of data
* Bank Reconciliation
* Payments, Petty cash, bank Correspondences
* Preparing Salary & project reports
* Entries in Tally, All other Accounting Work
* Preparing & submitting quotations
* Maintaining and follow up of expense and income reports of all the projects to achieve predetermined profits in respective projects
* Preparing and maintaining payment schedules in order to organize funds to make payment as per schedule
* Communicating and coordinating with distributors, contractors and clients to ensure the completion of work on time at the site
* Supervising and communicating with designers and contractors to prepare design as per site measurement and client requirement
* Filing the returns and making payments of Profession tax, VAT and Service tax
* Organizing and executing all other office work
* Assisting auditors

**Shri Justice N.D. Krishna Rao Memorial Trust**

Assistant Accounts & Administration Manager From Dec-2016

* Bank Reconciliation
* Payments, Petty cash, bank Correspondences
* Entries in Tally, All other Accounting Work
* Preparing & submitting quotations
* Preparing and maintaining payment schedules in order to organize funds to make payment as per schedule
* Filing the PT return and making payments of Profession tax, GST & TDS
* Organizing and executing all other office work
* Preparing and organizing documents for the assessment of Tax departments and collecting the orders for the same
* Assisting auditors
* Taking care of administration work
* Proper maintenance of Fixed Deposit register, collecting FD certificates, FD renewal receipts etc from the Bank
* Booking Kalyana Mantapa, raising invoices, collection of rent from the customers and issuing receipts
* Preparation of monthly payroll and timely disbursement of salaries
* Maintaining the list of donors and donees of the Trust.
* Monitoring office supplies and requirements
* Dealing with contractors to get competitive quotes and quality of work
* Manage and follow-up office contracts price negotiation with vendors and service providers

**Personal Profile**

Father’s Name : Keshava Murthy

Date of Birth : 21-01-1986

Nationality : Indian

Marital Status : Married

Languages Known : Kannada, English, and Hindi

Hobbies : Listening to Music

I hereby declare that all the above mentioned particulars are true to the best of my knowledge.

Place: Bangalore Signature

Vinutha.K