

Ramya S

**#191,3rd cross, 1st Stage
Brindavan Extension
Mysore-02
Karnataka,
India.**

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“To become a part of the growth process of a professionally managed corporate sector by being an Efficient mentor”

PROFILE:

An account is the Unique Knowledge for me. Have been working as an Accounts and Admin for around 5 yrs. & then promoted as a Deputy Centre Manager for 3 years.

EDUCATION

Chartered Accountant , Which is affiliated by ICAI (Pursuing)

PGDFM Mysore, Which is affiliated by KSOU

M Com Mysore, Which is affiliated by KSOU

B Com Mysore. This is affiliated by University of Mysore

2nd PUC in Maharani’s College with 60 % of marks.

10th in Institute of Education High School with 50 % of marks.

ACADEMIC SUMMARY:

Course:	University & Duration:	Percentage:
Chartered Accountant	ICAI	Pursuing
PGDFM	University of Mysore 2014-2015	72%
M Com	University of Mysore 2010-2012	60%
B Com	University of Mysore 2004-2007	50%
PUC	University of Mysore 2004	60%
10th	University of Mysore 2002	50%

Work Experience Details:

Name of the Organization	Designation	Period
S K Lunawat & Co,	Article Assistant	15-Nov-19 to Mar 3 2020
Meritus Diagnostics	Sr Accounts Executive & Adminstration	9-Sept-2017 to 19-Dec-2018
Srikanteshwara TV Centre	Manufacturing Accountant	4 th Mar'17 to 27 th July'17
The Apollo Clinic	Deputy Centre Manager	Sept '10 to 3 rd Mar 2017
Suman Sales Corporation	Accounts Executive	Nov '07to feb'10

Career profile:

1. Present Employment:

S K Lunawat & Com(CA Firm)

- **Tally Entries** and Reconciliation for Tally
- GST Filing and Reconciliation for Accounting
- TDS Payment, Statutory Payments
- Handling Sundry Creditors Accounts and Reconciliation
- Reconciliation for Cash and Bank Accounts
- Company Creation, Public, Private Company
- PT - Registration
- ESI, PF Registration
- GST Registration
- Expenses Adjustments in software
- Finalisation of Accounts with the help of CA.

2. Meritus Diagnostics (A Unit of Healix Venutres) Mysore

Duration: 9th sept 2017 to till now
Job Profile: Senior Accounts Executive & Administration

Responsibilities Handled:

- Man Management
- Handling Operation Issues
- Vendor Registration and Payment handling
- Customer feedback survey
- Handling Stock Department,
- Solving the IT Issues
- Doctors Recruitment and Payments Handling
- Monthly and Yearly reports generate and Meeting with Directors
- Involving Advertisement and Marketing Strategies
- Inventory management for all the departments
- Cash Reconciliation and Monthly statements of Stocks
- Purchase Bill Entry and checking stocks in branches wise
- **Tally Entries** and Reconciliation for Tally
- TDS Payment, Statutory Payments
- Handling HR Related Queries, Joining and Exit Formalities
- Back office Software Training & Outside Hospital Software Training
- Reconciliation for Cash and Bank Accounts

3.Srikanteshwara T V Centre,Nanjangud

Duration: 4th Mar 2017 to 27th July 2017

Job Profile: Manufacturing Accountant

Responsibilities Handled:

- Man Management
- Handling Operation Issues
- Vendor Registration and Payment handling
- Customer feedback survey
- Handling Stock Department
- Inventory management for all the departments
- Cash Reconciliation and Monthly statements of Stocks
- Purchase Bill Entry and checking stocks in branches wise
- Reconciliation for Cash and Bank Accounts

2. The Apollo Health & Life Style Ltd (Apollo Clinic) Kalidasa Road Mysore

Duration: Sept 2010 to 3rd Mar 2017

Job Profile: Accounts & Admin & Deputy Centre Manager

Responsibilities Handled:

- Man Management
- Handling Operation Issues
- Patient satisfaction
- Patient feedback survey
- Marketing Monthly Activities Planning and implementation, P R Works, Corporate Tie ups
- Maintain the Doctors Recruits and doctors Satisfaction
- Doctors Payout and Payment of Doctors, Doctors and Staff Duty Roasters
- Handling Customer care and Nursing
- Inventory management for all the departments
- Cash Reconciliation and Monthly statements of Stocks, Corporate Invoices
- Managing Employees Satisfaction
- Conducting Employee Motivational trainings

4. **Previous Employment**

Suman Sales Corporation

Duration: Nov '07to Dec '09

Job Profile: Accountant Executive

Responsibilities Handled:

- 1 Handling daily Cash Receipts and Cash Payments. .
- Maintaining Rent Register, Sales Register, Petty Cash Book.
- Entering day to day accounting transactions Excel & Tally 7.2
- Preparing Monthly Sales Report, Monthly Outstanding Liabilities, Weekly Suppliers Outstanding
- Preparation of vouchers, cheques
- Handling Cash transaction day to day.
- other accounting related works up to finalization
- Handling Accounts Manually & Systematically

COMPUTER KNOWLEDGE

Operation System

Windows 98/2000/XP, Dos

Application

MS Word, Excel & PowerPoint, Tally 7.2

PERSONAL PROFILE

Name : Ramya S
Spouse's Name : Hemanth Kumar S
Sex : Female
Age & DOB : 33 YRS, 20th Feb1987
Marital status : Married
Nationality : INDIAN

Permanent address : #191,3rd Cross, 1st Stage
Brindavan Extension
Mysore-08

Mobile : 7406083163/8892913516
E-mail : febramya20@gmail.com,

Signature

Date :
Place : Mysore

(RAMYA.S)