**SOUMYASHREE HONNAPPA SAPALIGA**

Mobile No. 9763089531

E-mail id : soumyasapaliga@gmail.com

**OBJECTIVE**

To pursue a rewarding career in a real professional atmosphere which would also serve as a platform to learn and enhance my skills where in I can grow and excel in the area of my work.

**EDUCATIONAL QUALIFICATION**

* **Academic :**

**M.COM** 2013 from Mumbai university.

**T. Y. B.com** 2011from Mumbai University with Second Class

**H.S.C.**2008 from Mumbai University with First Class

**S.S.C.**2006 from Mumbai University with Second Class

* **Computer Knowledge :**

- MS – OFFICE  
 - MS - EXCEL  
 - INTERNET  
 - TALLY

- SPECTRUM

- SMART JEWEL SOFTWARE

**WORK EXPERIENCE**

**BALAJI JEWELs**

**Duration** : 1st March 2019 to Present.

**Department** : Accounts.

**Designation** : Accountant.

- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers. - Prepare day to day cheques & RTGS for payment.

- Preparing TDS Excel and making online payment of TDS.

**-** Posting stock entries in tally, maintaining excel sheet of the same.

-Posting Sales, Purchase, Bank Payment, Receipt entries in Tally and Smart Jewel software.

- Bank reconciliation.

- Checking GST working and followup for Return filing.

-Submission of Documents to Bank for Collection of Export & Payment for Import.

-Co ordinating with bank for all Transactions like Export Import.

**LEO SCHACHTER DIAMONDS INDIA PRIVATE LTD**

**Duration** : 2nd May 2016 to 08th Feb 2019.

**Department** : Accounts.

**Designation** : Accounts Assistant

- Maintaining Monthly Clearing & Forwarding Excel Sheet for TDS purpose.

- Follow up with Bank for any query related to Import Export Payment.  
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers. - Prepare day to day cheques & RTGS for payment. - Verify calculation & narrations into Tally in accurate manner.  
- Submission of Documents to Bank for Collection of Export & Payment for Import.  
- Doing Voucher entries (Sales-Purchase Import-Export, Credit Note-Debit Note Brokerage).   
- Follow up with Customers for Credit note and Payment

- Bank reconciliation.

- Making Payment of Custom Duty & Stamp Duty Online.  
- Preparing List for Creditors & Debtors.  
- Assist to Finalization of Accounts.

- Recording & Maintaning Excel Sheet of Guest’s Accomadation (Hotel Expenses).

- Updating Brokerage Excel Sheet for TDS Filing.

**P. J ENTERPRISE**

**Duration** :1st June 2015 to 30th April 2016

**Department** : Sales Accounts.

**Designation** : Sales Accounts Assistance

**Job Profile :**

1. Posting Sales order, Invoice & Receipt Entry in Tally.
2. Follow up for Debtors Outstanding.
3. Taking order from Client on telephone & on mail.
4. Coordinating with dispatched team.
5. Preparing data of material dispatched in excel.

**Floral Colors Pvt. Ltd.**

**Duration** : 13th November 2013 to 28th Feb 2015.

**Department** : Accounts.

**Designation** : Accounts Assistant.

**Job Profile :**

1. Handling Petty Cash .
2. Posting Sales, Purchase, Bank Payment, Cash vouchers, Production, Purchase Order Entries in Spectrum.
3. Follow up for Debtors Outstanding
4. Follow up Purchase Orders.
5. Preparing Reports in Excel.
6. Keeping Records of Attendance of Workers and Staff.

**PERSONAL DETAILS**

**Name : SOUMYASHREE HONNAPPA SAPALIGA**

**Date of Birth :** 26th January, 1991

**Address :** B-Wing, G -5, Parkvilla,

Panchal Nagar,

Nallasopara (W), Palghar – 401 203.

**Contact No :** 9763089531

**E-mail id :** soumyasapaliga@gmail.com

**Languages Known :** English, Hindi, Marathi, Tulu & Kannada

**Marital Status :** Single

**Gender**  **:** Female

**Nationality :** Indian

**Hobbies :** Yoga, Gardening, Travelling.

**(SOUMYASHREE HONNAPPA SAPALIGA)**