# Roja.

Mobile: **8123546594**

E-mail:rojaram31@gmail.com

OBJECTIVE

**Dedicated to work with an Organization having wide Opportunities which will explore my inherent Capabilities to the peak and to be a leading factor in the development of the Firm.**

**SUMMARY OF WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY** | **DEPARTMENT** | **ROLE** | **DURATION** |
|
| **Ear 2 Hear** | **Service** | **Accountant** | **July-2014 to October2015** |
| **Shiva Optical Pvt Limited** | **Sales & Marketing** | **Accounts Executive** | **November-2015 to till date.** |

**EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | UNIVERSITY | SPECIALISATION | YEAR OF PASSING | PERCENTAGE |
| S.S.L.C | K S E E B | Malleshwaram Ladies Association girls high School,Bangalore | 2009 | 56.33 |
| P.U.C | Karnataka Pre University | Girls Junior college  Bangalore | 2011 | 60 |
| B.com(Accounts) | Bangalore University | Maharani Arts & Commerce Management College, Bangalore | 2014 | 55.32 |

FUNCTIONAL EXPERTISE

* Financial Accounts in Tally
* Stock Checking & Stock Reconciliation
* Audit Schedules

**COMPUTER PROFICIENCY**

* Tally ERP 9
* Basics in Computers: Microsoft Office, Microsoft word, Excel, Power point.
* Practical application in Finance and accounting supported by Government of Karnataka

**ROLES & RESPONSIBILITY SUMMERY WITH SHIVA OPTICAL PVT LTD**

* Undertaking clerical tasks such as typing, filling, making phone calls, handling mail and basic bookkeeping.
* Working with spreadsheets, Sales and purchase ledgers and journals entries.
* Calculating and checking to make sure payments, amount and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions & Business Reports
* Controlling credit and chasing debt.
* Bank Reconciliations on daily basis
* **GSTR1 filling & GSTR3B returns filling**
* **TDS calculating, payment & filling on Rent & Employees & contractors**
* **Employees Salary workings & Stores Rent cheque payments**.
* **Maintaining party wise purchase files & Ledger statements.**
* **Purchase entry, sales entry debit note credit note & Journals.**
* **PT Payment & returns.**
* Party’s C form Checking
* Maintaining HR records, such as those related to compensation, health and medical insurance.& EPF Payments
* Follow up of confirmation records statutory obligations - PF, ESIC, taxes, gratuity, bonus etc.
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
* Preparing letters such as offer and confirmation.
* Conducting first round of telephonic interview for the candidates to schedule interviews.
* Assist with day to day operations of the HR functions and duties.

**STRENGTHS:**

* Strong learning and excellent logical skills
* Adapt well to work in a team and also individually
* Good communication and presentation skills
* Excellent Planning & Goal Oriented
* Team management
* Believe in integrity, smart working and Team work
* Posses Positive Attitude, Confidence, Sincere and Dedicated.

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| LANGUAGE PROFICIENCY |

|  |  |  |  |
| --- | --- | --- | --- |
| Speaking | Writing | Reading | Understanding |
| Kannada  English  Hindi  Tamil  Telugu | Kannada  English  Hindi | Kannada  English  Hindi | Kannada  English  Hindi  Tamil  Telugu |

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| PERSONAL PROFILE |

Name : Roja

Father Name : Late, Ramachandra.J

Date of Birth : 18/03/1993

Sex : Female

Marital Status : Unmarried

Religion : Hindu

Nationality : Indian.

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| DECLARATION |

I, Roja declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

DATE : Yours Sincerely

Place: Bangalore

(Roja)