

CURRICULUM VITE

Sunil Kumar D S

- #.59, 1st Floor, Akka Mahadevi road, Gavipura, Bangalore – 560 019.
- 8660681695 ● sunilkumards2608@gmail.com.

ENTERPRISING, HARD-WORKING AND TECHNICALLY KNOWN for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry has included accountability for the processing of proficiencies in generally accepted accounting, Banking Finance practices as well as **Tally ERP**.

KEY SKILLS

- Hardworking sincere person with total dedication and commitment to any work assigned
- Fast learner with communication skills.
- Hard working, Self-motivated & Self confidence
- Superior management.

PROFESSIONAL EXPERIENCE

Employer: Print Electronics Equipments Pvt Ltd

Designation: Office Assistant

Duration: April 2012 to Feb 2014

Responsibilities:

1. Petty Cash Expenses Vouching & Filling.
2. Banking Works.
3. Checking of Purchase Bills , Sales Bills and Entry to Register
4. Performing duties assigned by other senior officers from time to time.

Employer: Sapphire Direct Marketing Pvt Ltd

Designation: Accounts

Duration: Feb 2014 to March-2016

1. Banking Works
2. Checking of Purchase Bills , Sales Bills and Entry to Register
3. Petty Cash Expenses Vouching & Filling.
4. Excel basis Workings & Reports
5. Bank Reconciliation Statement
6. Monthly Internal reconciliation statements (Ex: Branch Reconciliation, Sales, etc).

Employer: Satish Stores
Designation: Accounts Executive
Duration: March-2016 To Till Date

Responsibilities:

1. Petty Cash Expenses Vouching & Filling.
2. Banking Works.
3. Checking of Purchase Bills , Sales Bills and Entry to Register
4. Performing duties assigned by other senior officers from time to time.
5. Excel basis Workings & Reports.
6. Bank Reconciliation Statement.
7. Monthly Internal reconciliation statements (Ex: Branch Reconciliation, Sales, etc).
8. Accounts Receivable and Payable Workings.
9. Maintaining daily cashbook & cashbook tally workings
10. Maintenance of Day to day Accounting Transactions.
11. Preparing Month-end Reports (Ex: Salary payments, wages payments, etc.)
12. Doing the petty cash and Business cash audit and ensure that the cash deposit happens on daily basis.
13. Documentation.
14. Query management –Respond & Resolve –client and supplier queries through email.
15. GST Entry Workings & Filling.
16. Recording of sales and purchases in ERP 9 Tally system.
17. Handling Petty Cash & Expenses.
18. Performing duties assigned by other senior officers from time to time.

EDUCATION

Bangalore University
Bachelor of Commerce (B.Com)

TECHNOLOGY SUMMARY

● MS Office (Word, Excel) ● Tally ERP (9.0), (7.2)

PERSONAL DETAILS

Name : Sunil Kumar D S
Date of Birth : 06-07-1993
Sex : Male
Nationality : Indian
Languages known : English & Kannada
Permanent Address : No.224, Kasbha,Kurubara Road, Doddarayapete,
Chamarajanagar – 571313.

Declaration:

I consider myself familiar with my aspects and also confident of my ability to work in a team and I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore
Date:

**Yours Faithfully
(SUNIL KUMAR D S)**