



BHAVYASHREE SHETTY

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Carrier Objective:

To seek a position in a progressive organization, where my knowledge can be shared and enriched and to have an opportunity to contribute my skills effectively for the growth of the organization i work for, which in turn will provide opportunities for my career growth.

Organizational Contour:

1. Moreflex Mattress India Pvt Ltd. Kerala

Position : Assistant Accountant

Duration : From October 2016 to November 2019

Job Description:

- Preparing financial documents such as invoices, receipt voucher, payment voucher and cheque preparation.
- Record all the transactions in the spreadsheet (Excel) and tally software.
- Maintaining & record manual books of accounts.
- Keep checking stock of material and maintaining proper stock records.
- Handling & maintaining daily petty cash expenses. (Example drivers bills, printing & stationery, office miscellaneous expense, etc.)
- Preparing journal entries relating to accounts payable, receivable, payroll, and other expenses.
- Manage bank account statements and electronic fund transfer, cheque payment on a daily basis.
- Preparing employees payroll & overtime salary.
- Management of office equipment & maintaining the record of office inventory.
- Performing various secretarial /clerical duties such as documenting, printing documents, mailing and organizing filing systems.
- Keep financial records up-to-date.
- Preparing purchase orders, negotiating with suppliers, processing bills and maintaining all records.
- Assist accounting manager with audits, forecasts, and other financial planning
- Regular follow up/interaction with the clients for outstanding invoices/payments.

2. R. K. Associates - Commercial Accountant Mangalore. Karnataka

Position : Assistant Accountant

Duration : From 2014 March to 2016 March

Job Description:

- Handling bookkeeping and following accounting best practices
- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.

- Assisting the accounting manager with audits, forecasts, and other fiscal planning
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.

Professional / Educational Qualifications:

Course	Institution	Year of Passing	Marks Obtained	Board / University
B Com	Govt First Grade College Carstreet Mangalore	2011-2013	1 st semester 52% 2 nd semester 53% 3 rd semester 56% 4 th semester 59% 5 th semester 57% 6 th semester 58%	Mangalore University
PUC	Sri Ramakunjeshwara Pre-University College. Ramakunja	2010	63%	Department of pre-university Education Karnataka
SSLC	Sri Ramakunjeshwara School Ramakunja	2008	50%	Department of Education Karnataka

Computer Skills:

- Financial accounting on Tally ERP software
- Working knowledge of MS Office
- Internet browsing

Strengths:

- Active initiator in work, self-motivated and quick learner.
- Sincere, Trust-worthy, dedicated, hardworking and adaptable.

Interest:

- Sports
- Music
- Travelling

Personal Dossier

Date of Birth : 28.05.1993
 Nationality : Indian
 Marital Status : Married
 Languages Known : English, Hindi, Kannada, Tulu & Malayalam.
 Passport No : T6553385
 Visa Status : Husband Visa

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Bhavyashree Shetty