

KARUNA SUNAR

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CAREER OBJECTIVE:

To work with a Progressive Organization that offers a competitive and challenging environment and to pursue a career in a growing and dynamic firm, putting my theoretical knowledge into practical form, rendering all possible services in my capacity to the firm, to effectively contribute towards the optimal growth of the company and where I can utilize my skills and knowledge to face challenges and meet the targets.

EDUCATION:

- ❖ Diploma in CCA (Certificate in Computer Application) , in 2020
- ❖ Bachelor of Arts (B.A) English Honors from S.D. Jains Girls College , in 2020

PROFESSIONAL WORK EXPERIENCE:

Organization: BAZARI STEELS PRIVATE LIMITED, NAGALAND, INDIA
Tenure: January 2021 – September 2021
Designations: Administration
Responsibilities:

- Entrusted with the task of passing general entries, booking of expenses, accruals, deferrals and prepayments in compliance to International Financial Reporting Standards
- Coordinating and dealing with suppliers.
- Booking of receipts, credit memos, PDCs and applying them to invoices in software.
- Performing Receivables, payables, petty cash, bank and General Ledger reconciliation on a monthly basis
- Developing and reporting payables, receivables and inventory aging on a monthly basis
- Reporting using Excel and Management Reporter feature of software
- Performed bank reconciliation on monthly basis.
- Performing the POS reconciliation and credit card statements reconciliations for the company .
- Calculation of incentives (product wise/specific targets) as per the management incentive scheme for the sales team.
- Generated financial statements and facilitated account closing procedures each month.
- Assisted in stock relevant reports and queries to the Purchase department.
- Prepared different quotations as per the requirement of client.

Organization: NAGALAND AGRO INDUSTRIES PVT LIMITED, NAGALAND, INDIA
Tenure: January 2020 – December 2020
Designations: Accountant (Cum Administrator)
Responsibilities:

- Issuance of Vouchers and their record.
- Maintenance of time sheets and attendance record.
- Dealing with customer complaints and queries on telephone.

- Formation of controls and policies and their implementation within the organization.
- Preparation of bills, expenses sheets, cumulative sales report, Profit and Loss account, Salaries of employees, on monthly basis
- Performing Managerial role in absence of C.O.O.
- Issuance of Checks to customers and suppliers.
- Collection and record keeping of cash and matters related necessary expenses.
- Negotiating with suppliers on certain issues.
- Handling petty cash.
- Preparation of different sheets in MS Excel according to the needs of company.

Organization: **NAGALAND STATE CO-OPERATIVE BANK, NAGALAND, INDIA**
Tenure: **October 2018 – November 2019**
Designations: **Internee**
Responsibilities:

- Worked in Operational department of the bank.
- Performed tasks assigned by the management.
- Learnt in depth knowledge of banking operations.
- Facilitate Accounts department mostly.

Organization: **MARTHA SIMMONS MEMORIAL SCHOOL, NAGALAND, INDIA**
Tenure: **July 2017 – March 2018**
Designations: **Internee (English Teacher)**
Responsibilities:

- Met Parents and School governors; to maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examination in 2500+ school student.
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work.
- Provide Informative Presentation to students regarding different areas of studies and ensure that all students fully comprehend all aspects.

Organization: **Breeze Bakery, Plaza Restaurant, NAGALAND, INDIA**
Tenure: **June 2016 – May 2017**
Designations: **Baker**
Responsibilities:

- Assisted Head Baker in creating new recipes.
- Good Experience in Baking Cakes.
- Wide knowledge of hand craft techniques.
- Ability to understand ingredients and recipes.
- Sound knowledge of food safety and sanitation standards.
- Maintained the production safe and hygienic.
- Prepared cakes, cookies, sweet rolls, tarts, breads and pastries based on menu items.
- Reported any baking equipment problems to management.
- Operated oven, mixer, cutting tools, and rolling pans and steam kettle to bake goods.

IT SKILLS:

- MS Office, Quick Business Manager, Beams, Tally
- ERP Exploration & Networking Basics
- Data Entry
- Internet browsing and email management

OTHER SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with colleagues & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Have a good level command over English and Urdu (Hindi) Languages.

ADDITIONAL CERTIFICATIONS:

- **Tally Accounting**
- **Microsoft Office**
- **IT**
- **HTML**

PERSONAL DETAILS:

Address	:	Dubai, United Arab Emirates
Father's Name	:	Gopi Sunar
Date of Birth	:	2 nd May,1999
Marital Status	:	Single
Religion	:	Christian
Nationality	:	Indian
Visa status	:	Visit Visa