



# VINYAS V SHETTY

Administrative & Accountant Executive / Asst. Manager

## CAREER OBJECTIVE

Intended to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

## SUMMARY

- Possessing 9 + years of professional experience in Finance and accounting and Administration and cash.
- Ability to learn and master new technologies and deliver outputs in short deadlines.
- Ability to handle multiple tasks and work independently and as part of a team.
- Good presentation, interpersonal and verbal/written communication skills.

## WORK EXPERIENCE

### SHIVA'S HAIR DESIGNERS PVT LTD (MUMBAI , INDIA)

Administration Assistant and Front desk manager from December 2017– Till Date

- Handling Customers and attending Phone calls.
- Preparing Salary sheets.
- Stock checking and sending weekly requisition.
- Handling financial transactions of Branch.
- Maintain accounting controls by preparing and recommending policies and procedures

### JANA RAKSHA CO-OPERATIVE SOCIETY BANK

Assistant Manager & Developing Officer from September 2014 – November 2017

- Maintaining Day to day transaction of Customers Cash Deposits and Withdrawals.
- Accounts payable-standard petty cash non-petty cash entries, payments.
- Preparing monthly Salary Report.
- Marketing and Publishing Products.

### JRB FOODS PVT LTD (INDIA NEW DELHI)

Assistant Accountant from , June 2012– May 2013

- Checking Invoices and Receiving Record of credit suppliers and preparing monthly audit of Warehouse regarding Goods received and Goods returned during a month.
- Maintaining Books of Accounts (Branch wise) in Tally09. ERP package.
- Clarifying audit query with auditors.
- Physical Stock Audit of consignment Vendors Stock on monthly basis with Warehouse.

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📍 Burdubai-UAE

💻 Computer Knowledge

- 3 Microsoft office
- 3 Tally 9
- 3 OS Windows XP, VISTA, 7 ,8
- 3 Bank Verb
- 3 Abitzu Online Software



Core Competencies

- 3 Market Research & Analysis
- 3 Business Development
- 3 Data Analytics
- 3 Team Management

## STRENGTHS

- Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure.

## EDUCATIONAL DETAILS

Education	Board	Institution	Percentage
BBM (Bachelor's of Business Management)	Mangalore University	Sri Dhavala College Moodbidri	(April 2012) 60.00%
PUC	Department of Pre-University Education	Jain P U College, Moodbidri	(March 2009) 72.16%
SSLC	Karnataka Secondary School Examination Board	Jain High School, Moodbidri	(March 2006) 71.04%

## PERSONAL DETAILS

Father's Name : Vijaya Shetty

Date Of Birth : 11-07-1991

Languages Know : English, Hindi, Kannada and Tulu.

Hobbies : Playing Volleyball & Reading Books.

## DECLARATION

I hereby solemnly declare and affirm that all statements made in this Application are true and correct to the best of my knowledge and belief.

Yours Faithfully,

VINYAS V SHETTY

Place : Burdubai-UAE  
Date :