

# CURRICULUM VITAE

## Chandra Shekara D.M

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## CAREER OBJECTIVE:

To built a career in the competitive environment with committed and dedicated people who can help me explore myself fully and make me realize my potential.

## Profile Summary:

- 8 + Years of Experience in accounts and Finance.
- Good exposure in accounts receivable, internal auditing and Reconciliation.
- Maintaining day -to-day activities in Accounts department.
- Possess good analytical skill, problem solving abilities.
- Excellent team player having a passion for independent task execution.
- Good time management skills and an ability to meet stringent deadlines.

## PROFESSIONAL EXPERIENCES:

### EMPLOYMENT:

**Company Name :** Kushi Crop Care & Co.

**Designation :** Senior Accountant

**Team :** Accounting & Taxations

**Experience :** 2 Years, 9 Month. (07<sup>th</sup> Nov 2021 To 30<sup>th</sup> Aug 2024)

### Job Description:

- Working in Tally ERP-9
- Prepared Delivery Challan,
- Prepared sales invoice
- Maintained purchase, sales, Bank Transactions Entry,
- Bank reconciliation every monthly,
- Collection payments,

- Prepared cash vouchers, Writing cheques,
- Maintained stock register (Inward & Outward)
- Book keeping,
- Stock auditing,
- Processing of journal,
- Reconciliation of inventory,
- E-Way bill generation.

### **Banking transaction-**

- Uploading Bank Entries.
- Preparation of Bank Reconciliation Statement.

### **Goods & Service Tax (G.S.T)-**

- Monthly filing of GSTR-1 Returns.
- Monthly filing of GSTR-3B Returns.

**Company Name :** Ganesan & Associates(C.A Firm)

**Designation :** paid assistant

**Team :** Accounting & Taxations

**Experience :** 1year, 11Months (28<sup>th</sup> Oct 2019 To 2<sup>nd</sup> Oct 2021)

### **Job Descriptions:**

- Independently worked Day to day all transaction entry in Tally ERP-9
- Maintained database Purchases, Sales Payment, Receipt & Journal Voucher,
- Purchases, Sales Bills Ledger wise Scrutiny
- Bank Reconciliation at the end of the Month
- Cheques Issued in Due date.
- Prepared Debit Note & Credit Note.
- Prepared Reports on monthly A/c. payable & Receivable
- Stock Verification Monthly,
- Preparing monthly outstanding statement debtors and creditors.
- Handled petty cash on daily basis,
- Prepared Internal Audit Report ,
- Company's Accounts Registers to Maintain and filing of documents.
- Checking the sales and purchase of the company and monthly file the GST e-tax filing

- E-Way bill Generation.
- Preparations of daily report,
- Cash accounts,
- Daily bills accounts,
- Verifying expenses are within the company guidelines, correcting errors.
- Transportations and other expenses settlements,
- Accounts payable, includes processing invoices, following up with vendors,
- Co-ordinate with C.A
- Internal audit.

### **Banking transaction-**

- Uploading Bank Entries.
- Preparation of Bank Reconciliation Statement.

### **Goods & Service Tax (G.S.T)**

- Monthly filing of GSTR-1 Returns.
- Monthly filing of GSTR-3B Returns.

**Company Name:** Channappa and associates (Auditor & Tax Consultants)

**Designation** : Accounts Assistant

**Team** : Accounting & Taxations.

**Experience** : 3 year, 02 Months (02<sup>nd</sup> June 2016 To 11<sup>th</sup> Aug 2019)

### **Job Description:**

#### **Tally ERP-9.**

- Maintaining Books of Accounts in Tally.
- Accounts Payable & Accounts Receivable.
- Issuing Debit Note/ Credit Note.
- Vendor Reconciliation.
- Preparing Vouchers.
- Preparing Sales & Purchase Entry.
- Issuing cheques to suppliers.

- Monthly filing of GST returns.
- Preparation of AP Aging Report.
- Bank works for Transfers & cheques deposit & RTGS.
- Following up of pending payments.
- Support for audit
- Uploading Bank Entries.
- Preparation of Bank Reconciliation Statement.

### **Goods & Service Tax (G.S.T)-**

- Monthly filing of GSTR-1 Returns.
- Monthly filing of GSTR-3B Returns.

### **EDUCATIONAL QUALIFICATIONS:**

Year	Qualification	Board/ University/Institute
2011	S.S.L.C	SSVP School – Bangalore University
2013	Pre University (P.U.C)	SVSK College – Bangalore University
2016	Bachelor of commerce (B.Com)	VVN College – Bangalore University
2022	CMA- Intermediate ( Pursuing )	ICMAI

### **Computer Knowledge:**

MS Word, MS Excel, Tally ERP-9.

I hereby declare that all the above furnished details are true and correct to the best of my knowledge and belief.

Place : Bangalore

Date :

Chandra shekar D.M