



BHAGYA C

SENIOR EXECUTIVE – ACCOUNTS AND FINANCE

EXECUTIVE SUMMARY

I am a Senior Executive-Accounts and Finance professional seeking a full-time position in a dynamic companies. I draw heavily on my experience in GeneralAccounting, Reconciliation & analysis reports.

SKILL SET & EXPERTISE

- ✧ Reconciliation of Client, Vendor, Bank, Cash & BS.
- ✧ Overseas Payment, document preparation and finalization.
- ✧ Client, Vendor Management.
- ✧ Cash, Bank Management.
- ✧ Planning & Analysis Report.
- ✧ Accounts Payable,Receivable & Communication Emails.
- ✧ Passing & verifying accounting entries on time.
- ✧ Excellent coordination with Auditor and Internal teams.
- ✧ Statutory Compliance-(GST, TDS,Payroll,Advance Tax).
- ✧ Book Keeping, Reports.

KEY COMPETENCIES

- ✧ Excellent communication skills.
- ✧ Excellent knowledge of accounting standard.
- ✧ Excellent analytical and troubleshooting skills with logical thinking.
- ✧ Ability to meet deadlines. Go getter attitude.
- ✧ Attention to detail.
- ✧ Independent worker.

ACHIEVEMENTS

- ✧ Received BEE AWARD for great implementation in Billing
- ✧ Cash award for contribution towards Global Immigration Conference 2018

CONTACT INFORMATION:

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ACADEMIC BACKGROUND

MYSORE UNIVERSITY

1. Master of Commerce| 2009 – 2011
2. Bachelor of Commerce| 2006 – 2009

CAREER HISTORY

- Senior Executive -Accounts & Finance
Expat Immigration Services Pvt.Ltd. |
Dec-2016- April 2020
- Executive -Accounts & Finance
Barrix Agro Science Pvt. Ltd. |
May-2015-Sept-2016
- Associate Sales Operation Specialist
Symantec Software Solutions
Pvt.Ltd. | Aug-2013-March- 2014

PROFESSIONAL SUMMARY

A total of 5.4 years of experience in Accounting, Financial Reporting. Finance and Accounting activities like record to report, reconciliation, document verification and management approval, Focusing on organizing and coordinating on a task, project or program basis in support of a process or internal team and Auditor.

APPLICATIONS/TOOLS USED

- Tally-ERP9, ERP, SAP, BO, Immigo. NSDL IT e filing, EPF,PT, TDS and GST portal.
- Proficient in MS Office, Word and advanced Excel (i.e. Pivot Tables, VLOOKUP, and etc...),

PERSONAL PROFILE

Marital Status: Single
Languages Known: English, Kannada & Hindi
Nationality: Indian
Hobbies: Listening music, reading books

DECLARATION

I hereby solely affirm that all details provided above are true to the best of my knowledge and belief.

ROLES & RESPONSIBILITIES

- ✧ Managing all the accounts payable, receivable and follow-ups.
- ✧ Managing billing team and ensuring accurate billing from all three countries of France,India and China.
- ✧ Preparation of annual budget & other reports
- ✧ Preparation of all the required documents (15cb,15ca, etc..) for oversea outward remittance.
- ✧ Ensure timely deposit of all statutory dues and submission of returns relating to direct & indirect tax, (TDS, GST, PF etc.)
- ✧ Managing global clients and suppliers quires related to payments and collections.
- ✧ Ensure timely submission of information and data to internal and statutory auditors and consultants for audits and tax assessments.
- ✧ Lead the process of preparing consolidated financial statements of the legal entity by planning and coordinating with contributing business entities, and statutory auditors to get statutory financials audited within given timeline
- ✧ Responsible for income tax planning, compliance, returns and assessments.
- ✧ Assisting in preparing and delivering performance evaluations and development activities for accountants and consultants
- ✧ Managing to coordinate with the Global and French immigration team to improve our business in different level.
- ✧ Bring up and implement corrective action plan for any deviation observed
- ✧ Worked on special projects, like conferences, Gall Dinner, and other business development events.
- ✧ Bank, Debtors,Creditors,Intro-company & ledger reconciliation.
- ✧ Setting & maintaining credit limits of dealers, based on the deposits and special recommendation from the sales team for different geographies.
- ✧ Sales/Collection/Stock/products and area wise analysis reports.
- ✧ Due Diligence activity.MIS reports,
- ✧ Good Supporting help to sales team for good business.
- ✧ Sales/Collection/Stock/products and area wise analysis reports
- ✧ Supporting sales & management team for Discounting approvals
- ✧ Commission calculation on the basis of monthly sales.