

# Suman Dhanashekar

Finance Executive with 2.9 years of experience in Finance and Accounting



## Personal details

### Name

Suman Dhanashekar

### Email address

sumandhanashekar@gmail.com

### Phone number

9740525169

### Address

No 17/1, 15th Main, 21st Cross,  
J C Nagar, Kurubarahalli  
560086 Bengaluru

### Date of birth

March 29th, 1998

### Place of birth

Bengaluru

### Mother

S Nirmala

### Father

Late N Dhanashekar

## Skills

Take initiative and work independently or as part of a group

Capable of working in challenging and demanding environment

Willingness to learn

Co-operative and Positive attitude

## Education

Mar 2019

**B.Com**

Bangalore University, Bengaluru

Mar 2016

**Pre-university**

Karnataka Board, Bengaluru

Mar 2014

**SSLC**

Indian High School, Bengaluru

## Employment

Aug 2019 - Present

**Finance Executive**

Transcal, Bengaluru

**Accounts Payable:**

- Reviewing the Invoice with PO to check the invoice is matching to the prescribed notes in PO
- Posting the PO and NON-PO Invoices for Payments with necessary details in Tally
- Maintaining Petty cash
- Managed receipts and payment entries
- Posting TDS entries in Tally
- Providing the resolution to the Queries raised by the Customer within the specified TAT
- Making sure the Payments are made to the Vendor rightly considering the terms
- Plan and prioritize daily activities to meet the individual targets as directed by the manager
- Auditing of expense reports to check any duplicates on the expense Report
- Allocating daily jobs and workloads
- Vendor Registration in the system

**Accounts Receivable:**

- Close look on credit terms provided to the Customers
- Manage to control the credit buckets and bring in the receivables on mark
- Follow ups with the customers for the payment

**Reconciliation:**

- **Bank reconciliation:** Reconciling the entries towards the amount received, Paid to suppliers, deposits, close watch on balances in Bank to make the payments accordingly
- **AR and AP Reconciliation:** Comparing the entries with their books to keep the balances on the same page

Wide AP & AR process knowledge

## Languages

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English, Kannada, Hindi, Tamil

## Qualities

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- Excellent Organization
- Team worker & Handling the Team
- Fast Learner
- Timely Deliveries

## Hobbies

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- Listening to Music
- Biker & Racing
- Wanderlust

### Reports:

- Providing the weekly expense report
- Sales and Purchases report to the Accounts team
- Providing the details to file the GST returns
- Clarifying the queries in case of any discrepancies

## Technical Skill

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**SAP, Tally ERP9, AC Touch**

**Microsoft Office: MS-Word, MS-Excel, MS PowerPoint, and MS Outlook**

## Declaration

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The above given information is completely true to the best of my knowledge and given an opportunity I will discharge my responsibilities to your utmost satisfaction

**Date:**

**Place:**

**Suman Dhanashekar**