

CURRICULUM VITAE

GOWRAMMA B

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Behind Canara Bank,
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Bangalore 560068

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Career Objective:

To associate myself with an organization, these have the potential for future growth and ample scope for learning and further enhance my skills through constant learning and meet the challenges at work.

Computer Skills:

MS- Office (i.e. Word, Excel, Power point), Tally Prime Gold.

Education:

Class	College/University	Year
B.Com	SLN College	2014
P.U.C	Vidhya Jyothi PU College	2011
S.S.L.C	Priyadarshini High School	2009

Work Experience:

- Worked as a Computer Faculty and manager in CCI Computer Institution for 6 months from June, 2014 to Dec, 2014.
- Worked in DranaVyas Ixpoe Private Limited as a Senior Manager of HR, Finance, Operation & Sales from Jan, 2015 to Nov,2016.
- I am currently employed as an Sr. Accountant at Divinitee Genesis Apparel Private Limited. I began my employment in January 2017 and continue to work there

RESPONSIBILITIES:

- Prepares Invoices, E-way bill and other document while dispatching the goods
- Raising purchase order requisitions and approves payments for vendors
- Bank Reconciliation
- Supplier & Buyer ledger reconciliation
- Preparing GST filing workings
- Prepares payments by verifying documentation, and requesting disbursements.
- Following up for receivables payment from Buyers
- Accounting all purchase bills
- Guides accounting clerical staff by coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Answer's accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Substantiates financial transactions by auditing documents.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Handling petty cash.

STRENGTHS:

1. Good leadership quality
2. Belief in Teamwork
3. Adaptability to changing environment
4. Positive Attitude
5. Willingness to learn new things
6. Punctual, Confident and Creative.

Other Courses:

- Business Correspondent/Business Facilitator
- NCC (National cadet corps)
- NSS (National service scheme)

Personal Profile:

Name : Gowramma B

Date of birth : 14/12/1993

Father Name : Basanagowda

Gender : Female

Marital Status : Married

Languages Known : Kannada, English.

Nationality : Indian

Hobbies : Painting, Playing Chess, Interested in learning new things.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

GOWRAMMA B

Place: Bangalore