

# Resume

**Name : Uma**

**Mobile No: 9900736788**

**E- Mail ID : [umamkalal@gmail.com](mailto:umamkalal@gmail.com)**

## Career Objectives :

Seeking a challenging position in a reputed company, where I can learn new skills expanding my knowledge and my leverage my learning to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## Skills :

### ➤ Technical Skills:

Basic computer, Proficiency in Microsoft, Basic accounting skills, knowledge of financial principles and Banking products.

### ➤ Soft Skills:

- Customer service and interpersonal skills
- Excellent negation and consultative sales skills
- Communication skills
- Self-supervising
- Desire to learn and be trained
- Knowledge of market relevant regulations
- Leadership skills

## Educational Qualification:

COURSE	BORD/UNIVERSITY	YEAR OF PASSING	PERSENTAGE OF MARKS
SSLSC	S.G. High School kukanoor	2016	74.80%
PUC	K.L.E college Kukanoor	2018	84.90%
B.COM	S.G. College Koppal	2021	84.30%

## **Experience:**

### **1. As a Accountant com HR in JSP Engineering from January-2022 to August -2024**

#### **Key responsibilities of Role:**

- Recording day-to-day transaction.
- Generating tax invoices and E invoices.
- Generating E-way bills respective invoices.
- Recording TDS transaction.
- Recording monthly GSTR\_1, GST\_2B.
- Doing monthly employees and contract labour salary.
- Doing monthly PF and ESI of employees.
- Recording Bank Statement of company in tally.
- Monthly reconcealing all company transactions.
- Communicating with sundry creditors and sundry debtors regularly.
- Seeing all receiving and payments of company and maintaining petty cash of company.

### **2. As a Finance Executive from August -2024 to till now**

- Recording day-to-day transactions (controlling RM and expenses invoices)
- Recording Bank Statement of company in tally.
- Monthly reconcealing all company transactions.
- Communicating with sundry creditors and sundry debtors regularly.
- Seeing all receiving and payments of company and maintaining petty cash of company.
- Seeing all receiving and payments of company and maintaining petty cash of company and maintaining
- Making Creditors and debtors report and taking receivable meeting
- Doing sundry creditors payments
- Sending weekly receivable mails.
- Making bills of exchange to send smart form with export document.

## **Personal Profile:**

Name: Uma

Father Name: Mudiyyappa

Date of Birth: 02.06.2000

Marital Status: Single

Nationality: Indian

Religion: Hindu

Language Know: Kannada, English, Hindi

Hobbies: Plying mages, listening music, cooking, reading bhagavata Geeta

Adress to communicate: Avani Nilaya, Sai Samruddhi layout, Begihalli, Bengaluru -560105

## **Declaration:**

I hereby declare all the information given is true to the best of knowledge.

Place: Bangalore

Date:

Yours Faithfully

(Uma)