

Shreevatsa Hegde

31/32, VASUKI NILAYA, 1ST FLOOR, 2ND MAIN RENUKAMBA NAGAR
CHUNCHAGHATTA MAIN ROAD, J P NAGAR 560078

PROFILE SUMMARY

"A personable and trustworthy account executive with over one and a half year of experience, looking forward for opportunities to incorporate my skill and experience to help the company growth as well as my career and also help my financial growth. I am looking forward to roles that will help me to realize my potential by exploring the various aspects of the field."

EXPERIENCE

CAVS FOODS PVT LTD

APRIL 2023 – PRESENT

ACCOUNTS EXECUTIVE MANAGER

- Tally - Planning and executing monthly /Quarterly and annual book closure and administering the monthly closing process.
- Preparation of timely financial reports such as income statement and cash flow statement with accuracy.
- Filed monthly statutory compliances such as GST and TDS returns. and Assisted in PF and PT filing.
- Managed Receivables and Payables
- Bank reconciliation
- Invoice processing

ROVEEN CORPORATE SERVICES PVT LTD

ACCOUNTS EXECUTIVE DECEMBER 2022

SEPTEMBER 2022 –

- SAP – Posting Sales, Purchase and Journal Entries.
- Bank Reconciliations
- Vendor Reconciliation and Customer Receivables Ageing Report.

CONSULT HPA PVT LTD

AUDIT ASSISTANT

APRIL 2021 – SEPTEMBER 2022

- Tally ERP-9 and Tally Prime - Maintaining and updating monthly books of accounts
- Processing of invoices
- Filing GSTR1, GSTR3B and GST Reconciliation
- TDS Computation and Filing
- Preparing books for Tax, Statutory and GST audit
- Preparing Profit and Loss Account and Balance Sheet
- Preparation of Stock Statement, IT Returns
- filing for individual and companies.

EDUCATION

Sri Poornaprajna Evening College Udupi (Mangalore University)

B. Com

60%

INTERESTS

- International business and Global market
- Sports: Cricket, Shuttle Badminton, Carrom and Chess

LANGUAGES

- English
- Kannada
- Hindi
- Telugu

SKILLS

- Tally ERP-9 and Tally Prime
- Microsoft Office
- GST
- TDS

DECLARATION

I hereby declare that the above particulars of facts and statements are true, correct and complete to the best of my knowledge and belief.

DATE:

PLACE: BANGALORE