

CIRRICULUM VITAE

SANDHYASHREE

Marco Tower
Room No 403
Al Nahda, Sharjah.
Ph: +971 50 492 0776
sandhyashree247@gmail.com



Career Objectives:-

To grow with the progressive organization that provides scope to acquire knowledge and skills in accordance with latest technology and to be a part of team that works dynamically towards the growth of the organization.

Educational Qualification:-

Qualification	Institution	Board/University	Year	Percentage
M.com	Milagres College, Kallianpur	Mangalore University	2015	70%
B.com	Milagres College, Kallianpur	Mangalore University	2013	73.32%
II P.U.C	Milagres College, Kallianpur	Dept of PU	2010	82.33%
S.S.L.C	Shree Narayana Guru English Medium School, Malpe	KSEEB	2008	73.28%

Computer Skill :-

- Diploma in Computer Application.
- Post Graduate Diploma in Computer Application.

Work Experience: -

- Worked in Manipal Universal Technology Business Incubator, MIT Manipal from 21st May 2016 to 08th December 2018 as an Accountant.

Key Responsibilities:

- Reconciling the company's bank statements and bookkeeping ledgers.
- Posting of regular entries in Tally.
- Managing income and expenditure accounts
- Invoice booking and payment for vendors & various monthly expenses.
- Maintaining records of vouchers, invoices, payments, etc
- Submission of Various Government report like Utilization Certificate, Progress reports etc.
- Assisting in processing balance sheets, income statements and other financial statements.
- Preparation of Loan Schedule and keeping track of EMI
- Follow up for collection of loans and rent from the startups.
- Preparation and submission of various challans like TDS on salary, TDS on professional services etc.
- Maintaining accounts receivable and accounts payable

- Assisting with the audit process.
- Depositing cheques and handle cash withdrawal
- Handling payroll processing of the staff
- Petty cash accounting and handling.

➤ Worked in Podar International School, Udupi from 01st June 2020 to 08th February 2023 as an Accountant.

Key Responsibilities:

- Admission processing
- Fee collection and fee follow up.
- Manage petty cash account and keeping track of all monetary transaction.
- Preparing and posting of Journal entries
- Prepare daily deposits of goods sales receipts.
- Vendor payments and coordination with vendors and internal team
- Insure proper recording of new purchases and disposals.
- Assist HR Department with payroll system and payroll related items.
- Co-coordinating with HR in processing EPF
- Prepare label and maintain files as needed within the department.
- Processing invoices on timely basis for further payment and maintaining vouchers, receipts, and bills.
- Reconciliation of Bank statement
- Prepare and analyze account reconciliations, daily- monthly reports.
- Assist the school office for various common responsibilities such as school uniform, books & stationery, events in the school, etc.
- Performing basic office tasks, including answering phone calls, responding to emails, processing mail, filing, etc
- Providing the reports and data of school and students required by the Education Department
- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.

Hobbies:-

Dancing, participating in sports.