

ULLAS B G

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Visa Status: Visit Visa
Date of Birth 21/05/1987



SUMMARY

Seeking a challenging position in an organization that offers career development opportunities and growth, where I can contribute to the growth of the organization through my knowledge, skills and professional expertise.

WORK EXPERIENCE

Finance Manager

Jan 2015 – June 2024

Bhima jewellery

- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures.
- Coordinating and liaising with the auditors, consultants, authorities.
- Overseeing and preparing reports for filing GST, VAT, EPF, ESIC (India).
- Filling of TDS on monthly basis.
- Manage the preparation of the company's budget.
- Salary preparation and disbursement
- Managing petty cash transactions
- Bank reconciliation
- Vendor and Branch reconciliation
- Preparation of stock statement
- Stock taking and verifying
- Passing journal and purchase and sales entries in Tally
- Monthly and yearly sales and expenses comparison
- Controlling credit and chasing debt
- Prepares payments by verifying documentation, and requesting disbursements.
- Month end and year end process
- Substantiates financial transactions by auditing documents
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups
- Maintains financial security by following internal controls.

Credit Verification Officer

Feb 2013 – Mar 2014

Indusind Bank

- Verifying the customer and Checking cibil for the customer
- Public relation and Approving loan
- Payroll management.
- Compensation and benefits administration and recordkeeping

Customer Service Executive

June 2012 – Jan 2013

Muthoot Fincorp Ltd

- Provides excellent customer service
- Public relation and Interbank cash transferring
- Accurately performs registration process for new and existing clients
- Manages the client service coordinators
- Customer queries

EDUCATION

MBA (PGDM Finance & Marketing)

DC School of Media & Business, Trivandrum

Bachelor of Business Administration

University of Kerala (UIT Centre Pirappancode)

ICWA(intermediary)

ADDITIONAL INFORMATION

- **Technical Skills:** MS Office (Word and Excel) and Tally Erp
- **Languages:** English, Hindi and Malayalam.
- **Skills:** Communication Skills, Logical and Reasoning skills, Active Listening, Building Relationship, Time Management, Problem Solving, Prospecting, Interpersonal Skills, high standard of dedication, Confidence, Knowledge of interpreting Financial and Non-Financial Data, Good written and oral communication skills, Customer Focus, Customer Relationship Management and Team Work.

DECLARATION

I hereby declare that all the information furnished in this document is true to my knowledge and belief.

ULLAS B G