

DHANALAKSHMI.V

W/o Arun kumar.J

#104,Mattanahalli,Sarjapur (P)

Sarjapura (H), Anekal(T)

Bangalore:-562125

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OBJECTIVE

- Seeking for a career in an organization having an environment that encourages continuous learning and provides exposure to new technologies.
- Ambitious & self motivated with a strong desire & determination to achieve both personal & professional goals by implementing a proactive & professional approach.
- Implement high-quality, cost-effective technology solutions that meet budgetary and functionality requirement.

PROFESSIONAL QUALIFICATIONS

- M.com From Singenia university
- B.com From Singenia university
- ITI. ELECTRICIAN From Bangalore ITI
- SSLC from SRRM School Bangalore

TECHNICAL QUALIFICATIONS

- COMPUTER BASIC
- MICROSOFT OFFICE
- COMPUTER TALLY ERP
- COMPUTER DESIGN (Corel Draw)
- SAP IN MM,SD, FICO, PP

PROFESSIONAL EXPERIENCE

CURRENT EMPLOYER

Organization: TOTAL ENVIRONMENT BUILDING SYSTEMS PRIVATE LIMITED (AADHYA HR SOLUTIONS PRIVATE LIMITED)
Location: Kagganur, Bagalur road Hosur,
Period: From FEB -2020 to till date.
Designation: Senoir Executive of Accounts

EXPERIENCE

- IMAGE LABELS - STORE INCHARGE, & DESPATCH, OCT 2001 – JUNE 2008
- CEEARS FOODS PVT.LTD – STORE INCHARGE AND INVOICING, DEC2010 – MARCH -2012
- NAGA LIMITED BAKERY BANGALORE – MATERIAL MANAGEMENT, STORE INCHARGE AND INVOICING - DCE-2016 - JAN-2020
- TOTAL ENVIRONMENT BUILDING SYSTEMS – Feb-2020 to Till Now

ROLES AND RESPONSIBILITIES:-

- Sales Invoice generated in SAP
- E-way Bill Generated
- Credit note entry
- Advance Payment Entry
- Advance adjust against Invoice entry
- GL adjust entry
- Purchase invoice Voucher (MIRO)
- GST Calculation
- TDS & TCS
- BRS
- Monthly closing stock checking (MB5B)
- Every Month once Audit the store
- Petty Cash Payments
- Every Month Workers Attendance Checking
- From T Checking
- PF & ESI Calculation Checking
- Attendance & Final Voucher checking
- MIS Report
- IBU Report
- Attendance checking
- Vendor/supplier management
- Collect the Quotation from 3 vendors
- Purchase order placement on vendors
- Create the Purchase order in SAP
- Materials inwards checking
- GRN book in SAP (MIGO)
- Service Entry In SAP (ML81N)
- Collect the Issue's requisition slip after check the authority sign , after issue the Materials in Excel.
- Give Issues in SAP (MIGO)

- Responsible for receiving materials, after quality check process, take to stock & proper keep the stock place, preparing the stock documents.
- Preparing the raw materials of stock list for next day's production

PERSONAL DETAILS

Name	: DHANALAKSHMI.V
Father's Name	: VENKATESH.T
Date of Birth	: 28/03/1984
Nationality	: Indian
Hobbies	: Reading Novels
Languages Known	: Kannada, English, Telugu, Tamil, and Hindi.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:
Place:

Yours
sincerely

