

B.R. Sudheendra

No: 42, "Maruthi Nilaya" Appyanna Street, Dodda Mavalli, Bangalore – 560 004,

Email : sudheendraanil @ gmail.com, (M) - 961130 6168

OBJECTIVE:

Aspiring to work in a leading company expertise to set the organization.

EXPERIENCE SUMMARY :

- With 36 years of experience in the Accounts & Administration Department.
- Team Player with excellent interpersonal skills.
- Focused on achieving results, implementing new systems to meet diversity of needs.

PROFESSIONAL EXPERIENCE :

FROM MARCH 2021 - TILL APRIL 2025.

March 2021 JOINED AS AN Sr. ACCOUNTANT IN M/S. PRIMERO HOSPITALITIES LLP BANGALORE.

Jobs Roles and Responsibilities: -

- Marinating the Accounts in Tally Software
- Accounts Receivables and Debtors.
- Liaisoning with Excise Department.
- Liaisoning with All Govt Department.

M/S. Eden Park Group as an "Accountant cum Administration" in charge from 2010 TO Feb 2021.

Job Roles and Responsibilities:

- Day to day accounting transaction
- Bills Payable / Bill Receivables
- Day to today Receipts & Payments
- Bank Reconciliation statement, Liaison with Govt Departments, like VAT, Service Tax, Income Tax, Professional Tax Departments
- Interacting with Auditors, company secretary & Legal Departments. Corporate Bank officials.
- Maintains of Payroll register, Attendance Register. And HR activities.
- Petty cash and Main cash book Cash.
- Checking the quotations
- Vendor identifications
- Material Requisitions slip
- Ordering the materials as per the specifications
- Handling Account Receivables, and Accounts Payables.
- January 2002 to March 2010

APT Informatics Private Limited, Bangalore.

Apt Informatics an off shoot the SRMT group of Industries is start up generic call centre providing both Inbound & outbound services. I was employed with them as an Accountant and handling some of their administrative responsibilities as well.

Duties & Responsibilities includes: -

- Day to day Accounting Transactions
- Maintenance of Cash Book & all subsidiary Ledgers
- Maintenance of Leave Record
- Preparation of Payroll
- Maintenance of Inventory Control Company Vehicles.
- Liaise with Audit Staff / Banks
- Liaise with STPI, VSNL, BSNL & other Govt bodies.
- Liaise with Service Tax, Income Tax, and Industry & commerce Departments.

15th August 1993 Dec 2001 M/S. Gulf Consult, Alkhobar, K.S.A

GULF CONSULT, Alkhobar, K.S.A. Has been providing Geotechnical services, material Testing services & topographic surveys through the kingdom of Saudi Arabia Since 1981. I was employed with them as an 'Accountant'.

Duties & Responsibilities includes: -

- Responsible for all Receivables Accounts more than 250 clients and built up good relations with clients and collected all outstanding due to the company.
- Preparation of vehicle Estimara Registration cards.
- Maintenance of Inventory control of Company
- Liaise with Chamber of Commerce.

February 1988 to August 1993

M/S.Universal Flexibilities Pvt Ltd.,

Universal Flexibilities, a subsidiary of Soldez Industries of Hydraulic hoses head office at Bombay. I was employed as an "Accounts Assistant."

Duties & Responsibilities:

- ☐
 - Maintenance of Main Cash Book, Petty cash book.
 - Preparing Staff Payrolls, Vouchers entering in Tally software.
 - Maintenance of Accounts Receivables, and Debtors Registers.
 - Record Maintenance of ESI / PF/ PT
 - Liaisoning of Government Institutions.

Educational Qualification	-	BCOM from Bangalore University
Technical Qualification	-	Passed Jr. Typewriting /
	-	well versed in Tally 9.0 &
	-	Computer Applications
Date of Birth	-	03-04-1965
Father's Name	-	Late. Sri . B.K. Rama Rao

B.R. Sudheendra

