

Sridhar J T

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To

The Manager

Bangalore.

Dear Sir/Madam,

I am Pleased to submit here with my resume seeking of Accounts & Finance Position in your organization.

While the attached **Resume** gives you quick summary of my education and my experience, allow me to summarize for your consideration the following highlights.

I have done my Graduation, **M.Com** Bangalore University.

I have acquired skills in software by attending a number of courses like **E.Com** and most importantly during my work experience. All my **software skill** has been listed in my Resume.

I have 22+ years of rich managerial experience, having worked in reputed companies and have expertise in handling the entire accounts and auditing of the companies, finalization of the Accounts of companies, Income tax, GST, Tax audit matter, branch Audit of Banks, and MIS Audit for the banks and Corporate Training in MIS Audit.

My Positive Qualities are:

- I am a Good **Team Leader**.
- I am a **quick learner** and adaptable to new methods of Operation.
- I am a **self-starter** and like to take up challenges and additional responsibilities.

It would indeed be a privilege to be considered for a position in your organization and you can be assured of my commitment to meet or exceed your expectations.

Yours Sincerely

Sridhar J T

RESUME

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EDUCATION

- Graduation, **M.Com**, passed from Bangalore University .

COMPUTER SOFTWARE SKILLS

- Tally ERP 9,Viman, Satnam etc.
IDS Software (Hotel Industries)
- Ms Office, windows 2008 Windows ME, Windows 2010, Windows XP.
- Profile banking software **E.Com** (E Business,HTML,ASP,DHTML,Java.etc) Good experience in different software packages.

EXPERIENCE HIGHLIGHTS

Working as Manager Accounts and Finance at Vagdevi Vilas School (From Feb 2022 - Till Date) Taking care of entire Accounts and financial work.

- Keep all school accounts and prepare income and expenditure reports in accordance with the school's financial regulations and shall prepare accounts for submission to the school's auditors & Assist in the preparation for the annual audit, liaising with all parties involved.

Achievement:

Worked as Manager Accounts and Finance at **"Candor International School"** (Sep 2018 - To Dec 2021) Taking care of entire Accounts and financial work.

- a. Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the Directors & Chairperson, and keep all the costs and other statistical information.
- b. Maintain and oversee all bank accounts including the school's debit card/s, completing monthly reconciliations and reporting banking errors to her/his line manager.
- c. Ensure that the school's finance policy is reviewed and updated as necessary and that the school meets all financial requirements & responsible for all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.

- d. In conjunction with the nominated staff members, scrutinize and attend to the payment of all invoices and statements of account.
 - e. Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value & negotiate and monitor all contracts, leases and relationships with external contractors.
 - f. Rewards and Recognition from school – Spreading cheer to the Team
- Worked in **M/S Alp Consulting Ltd (H R Outsourcing and Manpower Consultant Japan)** as Asst General Manager Finance since Jan 2015 to Aug 2018
 - I worked as **‘Asst General Manager Finance’**, reporting to the CFO,
 1. Handling the entire accounts of the Company which includes six branches in India and parental company **“Datacore Technology Ltd”** both in Bangalore and USA.
 2. BS Finalization and Monthly P & L report (MIS) of the Company and co-ordinate with Japan finance team and send monthly, **IFRS** and other related reports to Japan as requested.
 3. Follows up of debtors, payment processing and month end closer of all the books of Accounts.
 - Worked in **M/S Your Kids R Our Kids (I)Pvt Ltd.,** as Accounts Manager since May 2010 as to Dec 2014.
 - Working in **M/S Fairmont Hotel Pvt ltd (Radha Regent), Bangalore.** Worked as Accounts Manager since Jan 2008 to April 2010.
 - Worked in **‘Rosenbluth International’ Bangalore, Reputed Travel Agents in India, Australia & California,** worked as Senior Executive Accounts from Nov 99 to Dec 2007
 - Worked in **‘Prakash Chand & Co’,** reputed Chartered accountants in Bangalore, worked as audit assistants in from Nov 93 to Oct 99.

PERSONAL DATA

Date of Birth: 3rd September 1971,

Nationality: Indian,

Marital Status: Married.

Language Known: English, Tamil, Hindi, Kannada, Telugu, Malayalam, Extra-

Curricular Activities: Represented for Karnataka State in 100,200 & 4*100 Mts. athletic events.

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