

**GIRISH
B**

ACCOUNT EXECUTIVE

PHONE | (+91) 7022458514
EMAIL | girishkishore023@gmail.com
LOCATION | Bengaluru., INDIA
EXPERIENCE | 3 Years 0 Month

Key Skills

- Tally ERP
- Digital Marketing
- Creativity
- UA/UX DESIGNER
- Time Management
- Teamwork
- Adaptability
- Creative Thinking
- Problem Solving
- Self Management
- Data Analysis
- Social Work

Certification

- Tally ERP 9 And GST
- Basis Ui/Ux Disigner

Languages

- English
- Hindi.
- Kannada

Profile Summary

Dedicated Accountant with 2 years of experience in accounts, billing, GST, TDS, and HR document verification. Proven track record of optimizing processes, resulting in 20% increase in efficiency. Skilled in MS-Office, Saral Accounts, and Email photo with proficiency in Tally ERP. Solid background in banking and insurance, along with expertise in digital marketing and media. Currently excelling as an Account Assistant at Chartered Beverly Hills, aiming to leverage adeptness in driving financial success. Seeking opportunities to contribute to a dynamic organization and drive long-term growth.

Work Experience

Account Executive

Atp

12/2020 - 04/2023

I handle

Payment received

Payment payable

GST

TDS

HR documents verification

Tally

HR Complaint handling, wage register, PT,

PF and Esi calculation

Auditing

Salary slip generation

Accountant and admin

- Malayalam

Hobbies

- Social Service Drawing
Artworks Few Spots

Extra curricular activities

- Nasnal Service Scheme NSS

I have attended NSS camps
Helping out in medical camps
shows your dedication to
community health, while
participating in sampling and
planting activities highlights your
commitment to environmental
sustainability. Additionally, your
involvement in pulse polio camps
demonstrates your contribution to
eradicating preventable diseases.
Overall, these experiences
showcase your altruism and
willingness to make a positive
impact in various aspects of
society.

Social links

- <https://www.linkedin.com/in/girish-sh-365690193>

Chartered beverly hills apartment

08/2023 - Present

- Managing financial records, including accounts payable, accounts receivable, and payroll, resulting in improved efficiency and accuracy.

- Implementing cost-saving measures that resulted in a 15% reduction in operational expenses.

- Overseeing administrative tasks such as office management, procurement, and vendor management, ensuring smooth day-to-day operations.

Education

B.Com - Commerce

2019

Sree Cauvery Management College

Grade - 70%

12th

2016

Karnataka , English

Grade - 60-64.9%

10th

2013

Karnataka , English

Grade - 40-44.9%