

Madavath House,
Pulinikkum kotta, Clappana (PO)
Kollam District – 690525
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Email id: vanithanarayen@gmail.com

VANITHA K.S.

OBJECTIVE To be a part of a reputed organization where I can contribute to the growth of the employer as an effective Professional Employee and also learn and grow as an individual.

COMPUTER SKILLS Expert in M/s. Office applications, Windows 10, Programming in Tally 7.2 version.

WORK EXPERIENCE

ACCOUNTANT ASSISTANT – AMRITA LIFE, VALLIKAVU

February 2016 to till date

- ✓ Handling customers and preparing aging report in excel.
- ✓ Responsible for Maintaining Books of Accounts.
- ✓ Responsible for all banking activities which are relating to day to day transactions.
- ✓ Handing overall sales accounts & Receipt entries in software.
- ✓ Preparation of GSTR1 and GSTR 3b & GST reconciliation.
- ✓ Preparation of IRN Report.
- ✓ Preparation of E-way bill & Invoices.
- ✓ Preparation of Incentives calculation for representatives.
- ✓ Reporting to head for submission of monthly/ fortnightly accounts and documents.
- ✓ To support head in finalization of accounts for audit purposes.

ACCOUNT ASSISTANT – AMBIENCE PROJECTS, BANGALORE

[April 2006 to March 2009]

- ✓ Responsible for Maintaining Books of Accounts.
- ✓ Handing with sales, purchase, and payment& receipt data in computers.

- ✓ Preparation of Bank reconciliation, Sales tax returns and TDS returns, FBT returns.
- ✓ Preparation of Delivery Note & Invoices.
- ✓ Responsible for all banking activities which are relating to day to day transactions.
- ✓ Maintain petty cash, preparing salary & convenience vouchers.
- ✓ Prepare, balance and enter journal entries for inventory adjustments.
- ✓ Preparation of Budgets, Variance analysis, Cost Sheet, various MIS Reports.

ACCOUNT ASSISTANT– J. K. SHARMA & CO. BANGALORE

[October 2005 to April 2006]

- ✓ Process all client or miscellaneous payments daily or as required to sub-ledger.
- ✓ Accounts to be maintained in books of tally.
- ✓ Responsible for preparation of cash, bank, journal, purchase, contra and sales.
- ✓ Reporting to head for submission of monthly/ fortnightly accounts and documents.

ACCOUNTS EXECUTIVE – KARNATAKA ROAD LINES, BANGALORE

[September 2003 to September 2005]

- ✓ Responsible for Maintaining Books of Accounts.
- ✓ Handing with sales, purchase, and payment & receipt data in computers.
- ✓ Preparation of Bank reconciliation, Sales tax returns and TDS returns.

**EDUCATIONAL
QUALIFICATION**

2002-2003: **Bachelor of Commerce**
Basaveshwara 1st Grade College,
Bangalore University,Bangalore.

1999-2000:**Pre-University College**
Vani Vilas 1st Grade College,
Bangalore University,Bangalore.

1997-1998:Secondary School Leaving Certificate
Nagaraj Memorial High School,
K.S.S.E.B, Bangalore.

**PERSONAL
DETAILS**

Date of Birth : 25-01-1983
Husband's Name : Mr. Narayanan RS
Husband's occupation : Aptitude Faculty, CIR Department,
Amritapuri Campus.
Languages known : Able to Speak, Read and Write English, Kannada
and Hindi.
Able to Speak Tamil, Malayalam and Sourashtra.
Nationality : Indian
Permanent Address : 2/242 (3), Krishnakripa, Ambikapuram PO,
Palakkad, 678011.

Place:Amritapuri.

Date: