

YALLAPPA GOUNDADKAR

☎6364686838

✉gyallappa94@gmail.com

ADDRESS : H. No.120,MarutiGalli,
JafarwadiBelagum, Karnataka.

SKILLS

- Accounting Software
- Bank reconciliation
- GST Knowledge
- Reporting Skills
- Attention to Detail
- Confidentiality
- Time Management
- Data Entry Management
- Co-ordination
- Communication

PERSONAL QUALITIES

- Hardworking
- Positive attitude
- Honesty & friendliness
- Discipline & self -control

LANGAUGES KNOWN

- English
- Hindi
- Marathi

CURRICULUM VITAE

(ACCOUNTS ASSISTANT)

PROFILE INFO

Bachelor Degree in Commerce with aggregate 10+ years of experience in accounting and handled major responsibilities includes performing/assisting for executing financial audits, reconciling bank statements, and ensuring financial records are accurate. Manage financial transactions, analyze financial data and generate financial reports. Examine, and interpret accounting records to prepare financial statements, or audit and evaluate the statements prepared by others.

- Maintaining Book keeping (Trading A/c, P&L A/c, And Balance Sheet)
- Handling Accounts Payable & Receivable.
- Bills passing ,Bank entries & transactions
- Compute taxes and prepare tax returns
- To daily sales & purchase invoice entries in tally prime.
- Preparation monthly bank reconciliation statement.
- Maintain inventory control and records.
- To records all the daily expenses and income of the company .

❖ EDUCATIONAL QUALIFICATION

📖 **Bachelor Degree in Commerce** passed in year 2007 from 'Dharwad University', Karnataka state, India.

📖 **Advance Diploma in Computer Studies (A.D.C.S)** passed in year 2005 from Media Industrial Training Centre, Karnataka.

❖ WORK EXPERIENCE

1. **Dalmia Cement Factory (Yadwad)** Jul2023 –Jul 2024
As an Accounts Assistant
2. **Shyam Scrap Traders, Maruti Metals** 2020–2023
As an Accounts Assistant (Udaymbag)
3. **Safeer International Hotel Mgt.(Kuwait)** 2012-2019
As an Accounts Assistant
4. **Terrazzo Dubai Co. L.L.C(Dubai)** 2010 -2011
As an Accounts Clerk
5. **RajarsheeShahu Co-Op. Credit Society** 2007-2010
As an Accounts Assistant (APMC Market Yard)

❖ TECHNICAL QUALIFICATION

- Tally Prime 2.0
- Basic knowledge of **SAP (MIRO)**
- MS Word, Excel & Power point.
- Computerized Accounting Software.
- Well Versed Internet & E-mail.

❖ PERSONAL DETAILS

- Father Name : Narayan N. Goundadkar
- Date of Birth : 10-06-1986
- Sex : Male
- Cast : Hindu-Maratha
- Marital Status : Married
- Nationality : Indian

DECLARATION

I hereby declare that the above stated information is correct and complete to the best of my knowledge.

Signature: _____

(Yallappa N. Goundadkar)

Place:Belgaum

Date: