

# Sheetal Goolannavar

Clerk /Manager

Mobile : 9380007801

Email id :sheetalgoolannavar@gmail.com

## OBJECTIVE :

Looking for challenging career opportunities to work with an esteemed organization and be part of the team dynamically works towards the growth of organization and gain satisfaction.

## SKILLS :

- |                                  |                           |
|----------------------------------|---------------------------|
| ❖ Advance Accounting             | ❖ MS Power point          |
| ❖ Advance Microsoft Excel & Word | ❖ Communications          |
| ❖ Auditing                       | ❖ Adaptability            |
| ❖ MS Power point                 | ❖ Tally.ERP9 & TallyPrime |
| ❖ Creative & Problem Solving     |                           |
| ❖ I Access Client solution       |                           |

## PROFESSIONAL EXPERIENCE:

### Ramdurg Co-operative credit society

Clerk /Manager (Dec 2018 – Till now )

- Preparation of bank reconciliation statement on daily basis
- Skilled at receiving & Processing
- Preparing monthly and quarterly variance summary reports
- Preparing trail balance . ledger balance & Balance allocation
- Cash Drawer Maintenance
- Fixed asset reconciliation
- Loan Processing
- Petty cash Management
- Reconciliation of various ledgers and posting of month end accrual entries.
- Knowledge of financial principles and Practice

### Ramdurg Multi Purpose Souhard

Cashier cum Clerk (may 2016 – Aug 2017)

- Cash Handling
- Preparation of Banking transactions
- Skilled at receiving & Processing
- Preparing Reimbursement Report
- Bank Reconciliation and Payment Reconciliation
- Preparation trail balance , Ledger balance & Balance allocation

**Chartered Accountant ( Ramdurg)**  
**Audit Assistant** (May 2014 – March 2015 )

- Computer Operator
- Manage accounts Payable & Receivables
- Prepared Journal entries , Complete GL
- Helping clients to filling GST, TDS Returns
- Assistance in the financial statements & trail balance preparation
- Performed general ledger closing activities.
- Vat filing
- Data entry

**EDUCATION:**

**Bachelor Of Commerce**  
Vishwa Bharati Degree college  
Ramdurg

2022 **80%**

**Pre-University Course**

CS Bembalagi Pu  
college,Ramdurg **44%**  
March 2011 ,

**KSEEB Board (SSLC )**

New Girls high School  
ramdurg march 2009 **71%**

**CERTIFICATIONS:**

- Certified Tally.ERP9 and Tally Prime from Tally solutions Pvt Ltd

**Personal Details:**

**Name** : Sheetal Goolannavar  
**DOB** : 10/Jun/1993  
**Languages** : English , Hindi , Kannada & Marathi  
**Address** : #Yanam peth ramdurg , Belagavi Karnataka 591123