

SITARAM -N-SHETTY

A-1702, SWAPNALOK
TOWER CHS LTD,
PIMPRI-PADA, OFF
FILMCITY ROAD, MALAD
(EAST) MUMBAI-97

POSITION : Accounts Executive

PERSONAL DETAILS:

Date of Birth : December 11, 1966
Sex : Male
Marital Status : Married
E-mail : kukushetty@rediffmail.com
Mobile no. : 9820899497
Languages known : English, Hindi, Marathi, Sindhi & Tulu
Kannada

EDUCATIONAL QUALIFICATION

| Examination | Institute | University / Board | Year | Percentage |
|-------------|--|--------------------|------|------------|
| B.Com | RKT College of Commerce- Ulhasnagar | Mumbai | 1989 | 38 |
| H.S.C | RKT College of Commerce Ulhasnagar | Mumbai | 1985 | 59 |
| S.S.C | New Lourdes High School-kalyan | Pune | 1983 | 54 |

SOFTWARE SKILLS

Operating Systems : MS Office(MS Word, Excel) & Accounting Package Tally 9 (6.3)

PRACTICAL EXPERIENCE

- Worked with JYOTI INDUSTRIES LLP. **Worli Mumbai mfg. of Nirali & Corvus Brand of Sink & fry Pan** from June 2018 to March 2020 as **Accountant**
 - Maintaining Cash, Accounts Payable & Receivables, Insurance and Payment to vendors.
 - Preparation of sales bills, Quotation, Purchase order, Monthly MIS Reports, Payroll

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- Bank Reconciliation on weekly basis, stock update
- Ledger Scrutiny of Debtor's & Creditors A/c & Follow up to vendors
- Imports documentation, GST returns, office administration

- Worked with **JUNIPER HOTELS PVT.LTD. Vakola. Santacruz(E), Mumbai (Owners of 5 star Hotel Grand Hyatt Mumbai)** from January 2000 to December 2017 as **Accounts officer.**
 - Maintaining Cash, Accounts Payable & Receivables, medical reimbursement, insurance and Payment to vendors. Shop rental bills & receivables.
 - Preparation of PF.PT & TDS certificates & taking care of the remittance & filing of TDS –contractor , Rent ,Professional
 - Preparation of Statutory statements, challans as per applied laws.
 - Preparation of monthly Bank Reconciliation. Statement & cash & fund flow statement, MIS report
 - Salaries of employees & office Staffs. ,foreign remittance (Import)(consultants)
 - Resolution of Audit Queries & Accounts i.e. Cash, Bank & ledgers.
 - Assisting the V.P (Finance & Accounts) in his Work & coordinating in finance plans
 - Handling accounts correspondence & files.(Banks/Tenders)
 - Expenses Bills booking, Co-ordination with Banks, Auditors, PF/ESIC /Tax consultant
 - Preparation of Debit notes/credit notes, Covering letters, expenses voucher

- Worked with **American Collaboration Macawber Engineering Systems (I) Pvt.Ltd. Vikhroli, Mumbai mfg. of Pneumatic Conveying machine for Three years as Jr. Account & Administrative Officer.(1996 TO 1999)**

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- Handling cash, Payment to contactors. & Staffs, Invoice, Debtors & Creditors control ledger & reconciliation. Cash & fund flow, Quotation Salary & wages.
- Maintaining Sales & Purchase Register, Stock. Debit & Credit Notes.
- Office administration functions. Filing & Self Correspondence.
- Liaison with Travel Agent MTNL, BMC, MSEB.EISC & PF Department
- Air & Rail Bookings. Preparation of Purchase/work order, tender & invoices
- Managing Security, house-keeping, travel, transport ,stationary .inventory
- Monitoring attendance & AMC of computers, Xerox machine, office equipment
- **Worked With ATV Projects (I) Ltd. Nagothane, Dist. Raigad. Mfg of TPE products for Three years as Account Assistant.(1993 TO 1996)**
 - Handling cash, cheques, Payment to Contractors & Employees & office staffs.
 - Maintaining Cash & Bank Book up to Trail Balance.
 - Preparing weekly cash & fund flow reports
 - Bank, Debtors & creditors, Bank reconciliation.
 - Maintaining stock ,inward & outward Register
- **Worked With M/s Radhika Textiles, Goregaon (E), Mumbai Mfg of Suiting & shirting for Three Years as Account Assistant.(1990 TO 1993)**
 - Writing Cash & Bank book, Sundry & Creditors ledger, Stock Register.(yarn & cloths)
 - Following up with Debtors & creditors.
 - Payments to Suppliers, Bills Passing. expenses, documentation
 - Accounts Payable & Receivables, Sales & Purchase invoice

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CARRER OBJECTIVE

Seeking a challenging career in the field of finance, which will provide me a
Opportunity to utilise and enhance my professional, working experience and
Provide a challenging career and be part of the organization growth.

AREAS OF INTEREST

Travelling, listening of Old Hindi & Marathi songs.

JOINING DATE

15 Days