

MELITA MARTIS

PROFESSIONAL SUMMARY

To seek a responsible position in an organization and to provide best of my abilities, skills, talent and knowledge to the organization concerned through my hard work and sincere efforts.

EXPERIENCE

Account Assistant, 11/2021 - Current

GLOBE TRAVELS

- In an Globe Travels firm in Mangalore with following responsibilities:
- Book Keeping: Maintaining day to day accounts of various clients in Tally Software
- Manage accounting activities to ensure compliance with accounting principles, policies and external Audit
- Prepare accurate, timely financial reports of company expenditures following the established schedule
- Review and analyze the balance sheet, Income statement, cash flow statements, and variance narratives
- Established controls and processes to perform general ledger work for the month, quarter and Year end
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary
- Collected and analyzed client's data and financial transactions documenting accounting control procedures
- Produce profit and loss statements and other financial reports, including Audit vendor list price
- Prepared month end balance sheet reconciliations including but not limited to recording transactions, creating reports, tracking income and checking expense figures for accuracy and legitimacy
- Handling Day to day cash, Cheque in an origination with effectively
- Handling employees Provident fund, Employees state Insurance Scheme and also monthly payment of salary towards employees and also maintaining the leaves of employees
- Billing and maintaining monthly stocks in tally software
- Handling customer and greeting customers at work place

Account Assistant, 07/2019 - 10/2021

SPACE CONSTRUCTION MANGALORE

- Worked as "Account Assistant" in an Construction Firm engaged in Financial, Tax and Management Consultants in Mangalore with following responsibilities:
- Book Keeping: Maintaining day to day accounts of various clients in Tally Software



CONTACT

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CORE QUALIFICATIONS

- COMPUTER KNOWLEDGE
- Accounting Tools
- Tally ERP 9, Balance sheet, Profit and loss a/c.
- Office Tools : MS Word, MS Excel, PowerPoint.
- Savvy in internet and web usage.

- Filing GST Returns: Filing Monthly returns of GSTR-1 and GSTR-3B under regular Scheme as well as Composition Scheme
- Reconciliation: Reconciling the various bank statements relating to financial Department as well as Reconciling Debtors statement on daily basis.

Account Assistant, 02/2015 - 01/2016

FRONTLINE AUTOMOBILES MANGALORE

- As well as "Office assistant" in marketing firm in Mangalore with following responsibilities:
 - Book Keeping: Maintaining day to day accounts of various clients in Tally Software
 - Billing and maintaining monthly stocks in tally software
 - Handling customer and greeting customers at work place.
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EDUCATION

PUC, 2014

Carmel Convent Pre University College - Taluk

SSLC, 2012

St. Victor's Girls High School - Puttur

CERTIFICATIONS

Diploma in E-OFFICE from Reputed Computer Institute. Certified in TALLYERP9 From Reputed Computer Institute.

LANGUAGES

To Speak & Understand : English, Hindi, Kannada, Tulu and Konkani

To Write & Read : English, Hindi and Kannada