

RESUME

SUDHA

112, 3rd Cross, 3rd Main,
M.S. Ramaiah Enclave, Nagasandra Post,
Bangalore-560073

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8970867269

PROFESSIONAL SUMMARY

Junior assistant & cashier with over 2 years & 1 month of experience in Co-operative bank. Excellent reputation for resolving problems, improving customer satisfaction and driving overall operational improvements. Consistently saved costs while increasing profits.

EDUCATIONAL QUALIFICATION

EXAMINATION	INSTITUTION	BOARD/UNIVERSITY	MARKS IN %
BACHELOR OF COMMERCE	Govt First Grade College Shahapur, Yadgir Dist.	GULBARGA UNIVERSITY	68.48%
PUC-COMMERCE	Govt Girls PU college Shahapur. Yadgir Dist.	PRE UNIVERSITY EDUCATION	67.66%
SSLC	GOVT High School Sagar, Shahapur tq. Yadgir Dist.	KSEEB	64.96%

CERTIFICATIONS

- C.F.A & TALLY with VAT.
- APPRECIATION OF DIGITAL LITERACY.

SKILLS & ABILITIES

- Banking
- Financial Industry Computer Systems
- Loan Accountant
- Bank deposit procedures
- Bank and statements reconciliation
- Bank procedures
- Banking functions knowledge
- Monthly Account / Bank Reconciliation
- Bank account reconciliations

WORK EXPERIENCE

- **Junior assistant & Cashier at Shahapur Samruddi Souharda Sahakari Niyamita
Shahapur Yadgir Dist.**
- **From March 2017 to May 2019**

ROLES & RESPONSIBILITIES

- **Reconciliation of ledger accounts.**
- **Preparing monthly financial statements and quarterly reports.**
- **Ensuring compliance with accounting practices.**
- **Preparing and tracking payroll for 11 employees.**
- **Performing internal interest calculations.**
- **Tracking petty cash expenditures.**
- **Maintaining of FD, RD, Savings accounts & Current accounts.**
- **Maintaining of loan accounts.**
- **Opening of new accounts.**
- **Maintaining of day book, cash book & general ledger.**
- **Maintaining agents commissions.**
- **Experienced with accounts payable and receivable.**
- **Proficient in Microsoft Excel.**
- **Experience in analytical and auditing skills.**
- **Good work attendance record.**
- **Handling all the cash transaction of an organization.**
- **Receive payment by cash, cheques, credit card etc.**
- **Checking daily cash accounts.**
- **Guiding and solving queries of customer.**
- **Maintaining monthly, weekly and daily report of transactions.**

STRENGTH

- **Hard worker, Creative, Self-confident, Good communication skills**
- **Ability to work in a team with diverse backgrounds**
- **Determination, dedication & discipline**
- **Willing to learn and adapt to new opportunities and challenges**

PERSONAL DETAILS

Name : **SUDHA**
Father Name : **MALLAPPA**
Date of Birth : **02/07/1994**
Marital Status : **Married**
Gender : **Female**
Nationality : **Indian**
Religion : **Hindu**

DECLARATION:

I hereby declare that the above stated are true and correct to the best of my knowledge and belief.

Date:

Yours faithfully

Place: Bangalore

SUDHA