

Sunita Guttedar

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**SKILLS: Bookkeeping | Quick Books | Payroll Processing | Invoice Processing | Reconciliation |
| Accounts receivable | Accounts Payable |**

**FinAcct Technology Pvt Ltd
US Junior Accountant**

Hyderabad – Aug’22 – Sep’23

- Categorization and Reconciliation of account statements.
- Processing Payroll statement
- AP & AR, Invoice processing
- Month end activities
- Track errors and add contributions to maintain accuracy.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.

**CA Akash Gilda Associates and Vinay Associates
Accountant Assistant (Inter changed)**

Gulbarga - Sep’17 – Dec’21

- Communication with suppliers to reconcile invoice payments.
- Answered phone calls regarding financial matters such as payments due.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Provided clerical support to all accounting professionals in department.
- Reconciled company accounts.
- Helped prepare month-end, quarterly and year-end closings.

**CA PRASHANT BIJASPUR
Assistant Executive**

Gulbarga Dec’15 - July’17

- Daily activities in accounting
- Reconciliation Bank & Vendor Company statements
- Month end task of taxation

EDUCATION

- **MBA Finance & Marketing** **Year :-2011 - 2013**
T-John Institute of Management & Science, Bangalore
- **Bachelor of Arts: Communication studies** **Year :- 2008 - 2010**
V.G Women College, Gulbarga

Tools:

Quick Book, Tally, Excel, Word (Sap Fico – Trained in Institute)

Strengths:

- Good Analytical and learning Skills.
- Leadership quality & Enthusiastic
- Willingness to work hard with dedication.
- Ability to solve problems independently.
- Ambitious and driven, willing to adapt to business needs and requirements.

I hereby declare that the above information furnished is correct to my knowledge & I take complete responsibility for any false information.

Sunita Guttedar