

POOJA SHIRUR

Call @: +91 9108800559 ✉ : poojashirur6@gmail.com

CAREER OBJECTIVE

I would like to take a challenging position in your organization, where my skills and abilities will greatly enhanced and grows along with the organization. To work as a responsible member of 'FINANCE' Team where I can take up challenging tasks.

ORGANISATIONAL EXPERIENCE

Total experience: 3 Year 5 Months

- Working in **Trillium Flow Technologies India Pvt Ltd** as 'AP in Finance Department' from **21st March 2018** to till date.

EDUCATIONAL QUALIFICATION

- Education : **B.com**
- Year of passing : 2017
- College : **J.G College of commerce Vidyanagar. HUBLI**
- BOARD : Karnataka University Dharwad

- Education : **PUC**
- Year of passing : 2014
- College : **J.G College of commerce Vidyanagar. HUBLI**
- BOARD : Pre-University Board

- Education : **SSLC**
- Year of passing : 2012
- College : **Rotary English Medium School Navanagar.**
- BOARD : KSEEB

PROFESSIONAL DETIALS

- knowledge of accounts payable
- knowledge of general accounting procedures
- knowledge of relevant accounting software Tally
- proficient in data entry and management
- 3.4 year as accounts payable or general accounting experience (invoice processing)

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SOFTWARE SKILLS

- Tally (ERP 9) certification Program with GST
- Infor software skills
- Microsoft office.
- Completed Basic Computer skills

COMPANY PROFILE

- **Trillium Flow Technologies India Pvt Ltd** -We specialize in the manufacture and aftermarket support of BDK valves. Trillium Flow Technologies India Pvt Ltd is a leading provider of flow control solutions to customers around the world.

Rolls & Responsibilities in Trillium Flow Technologies

India Pvt Ltd

Work Involves:

- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions
- prepare analysis of accounts
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Produce monthly reports
- Assist with month end closing
- Provide supporting documentation for audits
- Maintain accurate historical records
- Maintain confidentiality of organizational information

Career summary: I have 3.5 – year of experience as **AP in finance department** & I have good knowledge in Tally (ERP) 9 & Infor software presently working as ‘**PROCESS ASSOCIATE**’. I am very much interested in improving my skill.

DECLARATION

I hereby declare that the above-mentioned details are true to best of my knowledge.

Yours faithfully

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