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**CAREER OBJECTIVE:**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**Key Skills**

* Tally
* ERP
* Taxation.
* Peachtree.
* Payroll
* Organizational Skills.
* Communication Skills

**PROFESSIONAL EXPERIENCE:**

**Senior Accountant**

**Associated Agencies, Kerala, India February 2014- December 2014**

* Recording transactions in Tally &Pen. Maintaining books of accounts, Preparation of Monthly Financial reports, Monthly Petty cash expenditure details etc.
* Maintaining books of accounts, Bank Reconciliation Statement,
Preparation of staff attendance, maintaining leave records for the employees.
Preparation of all types of vouchers.
* Strategically planned & implemented the systems, policies & procedures to initiate and control finance, projected towards organizational goals to maximize profitability and generate revenue Developing Project costing Implementation for the Business plan.
* Prepare profit and loss statements and monthly closing and accounting reports.
Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and documents business transactions
* Explain billing invoices and accounting policies to staff, vendors and client.

**Accountant**

**G.K Chits & Finance, Kerala, India January 2011- January 2014**

* Proficient in handling accounts & finance activities encompassing Receivables / Payables, Finalization,
* Preparing of ledger books and Reconciliation statements.
* Preparing Profit & Loss A/c & Balance sheet of the firm and compare the cash flow.
* Maintained cash book, bank book, debtor’s ledger, creditor’s ledger, Journal and all other subsidiary books of accounts.
* Calculated the staff leave salary, gratuity and end of service benefits. Kept confidentially of staff salary break up records, increment and bonus records

**ACCOUNTING EXPERIENCE:**

* Expertise in TALLY& ERP for the all the modules such as **Accounts Payable, Accounts** Receivable, Cash Management, General Ledger and Inventory Modules.
* Expertise in monthly job analysis
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
* Expertise in reconciliation of receivable & payables with their respective statements.
* Expertise in Preparation of monthly schedules.

**KNOWLEDGE ON ERP PACKAGE:**

* Cash voucher posting in.
* Journal voucher posting.
* Bank reconciliation in.
* TDS deduction on Payment or Invoice booking.
* Creation of master of Vendor and fixed assets and customer.

**EDUCATION QUALIFICATION:**

* **M.Com** -Sikkim Manipal University, India April 2014.
* **B.Com -** Mahatma Gandhi University, Kottayam, India  July 2010.
* **Diploma in Computer Applications:** MS-Word, Excel and Presentation of Power Point.

**CERTIFICATION:**

**Diploma in Indian & Foreign Accounting (DIFA):** Quick Book, Tally, ERP, Payroll & Peachtree.

* Accounts Receivables.
* Accounts Payables.
* General Ledger Accounting.
* Bank Accounting.
* Fixed Assets Accounting.

**IT- SKILLS:**

-MS Office (MS - Word, MS – PowerPoint, MS- Excel.
-ERP, Tally, DIFA, Peachtree

**PERSONAL DETAILS:**

Marital status: Married

Nationality : Indian

Date of Birth : 02-03-1990

Visa Status : Husband’s Visa

Languages : Hindi, English, Malayalam and Tamil.

Declaration

Sir/Madam,

 I do hope that you give me a chance to prove myself. I shall definitely give my best to ensure the progress of the organization.

Date:

Place