***SUMI***

***SUMI.274574@2freemail.com***

***CAREER OBJECTIVE****:*

*Seeking a challenging career position with a progressive organization, where my professional experience, education background, skills in communication, analysis and customer relations, will enable me to make a significant contribution towards the achievement of company objectives. Desire career growth based on performance and accomplishments.*

***OVERVIEW***

*Highly motivated, with experience in Accounting, and day-to-day office work. Possess strong Organizational and interpersonal skills. Competitive and innovative, combining strong work ethics with principles of teambuilding and meeting defined objectives. Positive outlook and perform exceptionally well both individually and as a team player in a challenging work environment.*

***EDUCATIONAL QUALIFICATIONS****:*

***M.B.A (Specialized in Finance and Human Resource Management) –*** *Calicut University-2011*

***B.Com –*** *Calicut University -2008*

***Plus Two –*** *Board of Higher Secondary Examination-Kerala) – 2005*

***SSLC, Board of Public Examination-Kerala – 2003****.*

***COMPUTER KNOWLEDGE***

***Operating Systems – Windows***

***Application Packages – MS Office [Word, Excel, Power Point, Internet]***

***Accounting Package – Tally and Peachtree.***

***PROFFESSIONAL EXPERIENCE****:*

***SMART STAR INTERIOR DESIGN. Dubai- UAE***

*Worked as an* ***Accountant*** *for* ***1*** *year*

*Job Profile:*

* *Making all receipt and payment register*
* *Reconciliation of the cash and bank accounts*
* *Entering all the sales and purchases in the system (Tally)*
* *Processing of all suppliers invoices*
* *Raising invoices and credit notes.*

***BISPAGE Pvt Ltd – Kerala [INDIA]***

*Worked as a* ***Coordinator*** *cum* ***Accountant*** *for* ***1*** *year.*

*Job Profile:*

* *Preparation of Invoice and Delivery Notes*
* *Preparation of sales report on monthly basis*
* *Preparation of Receivable report and payable report*
* *Bank reconciliation on daily basis*
* *Handling petty cash and Management of inventory control*
* *Book keeping, recording of day-to-day transactions and maintaining of accounts*
* *Preparation of Trial balances, Balance sheet and profit & loss Account*
* *Handling all purchasing activities and coordinate to sales department*
* *Physical verification of Cash and Fixed assets*
* *Arranging salary to the employees*
* *Diplomatic and Excellent in Public Relation and Office Administration*
* *Preparation of annual return and final accounts.*

***SHARP TRAVEL AND TOURISM -kerala.***

*Worked as an* ***HR Manager*** *for* ***1*** *year.*

*Job Profile:*

* *Experience of working in a busy environment*
* *Flexible and able to adapt to the changing demands of a job*
* *Ability to work efficiency and with minimal supervision*
* *Employee Relations managing absence, disciplinary, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement*
* *Policy & procedures implementation of new HR  policies, procedures and processes*
* *Reward advise and support employees on company benefits*
* *Managing priorities between casework and projects*
* *Managing HR budgets.*
* *Crafting of business and people solutions*

***PERSONAL INFORMATION:***

*Date of birth : 31-01-1988*

*Gender : Female*

*Nationality : Indian*

*Marital status : Married*

*Visa status : Husband visa*

*Languages Known : English, Hindi & Malayalam*

***Declaration:*** *I hereby declare that all above given particulars are true and to the best of my knowledge.*