*SYAMA*

*SYAMA.279842@2freemail.com*

***Seeking for an opportunity to work in reputed organization to grow with the company, my talents and skills and specialize in a field successfully.***

***Work Profile:***

***Currently working as Payables & Accounts Assistant in Bin Majid Hotels & Resorts, Ras Al Khaimah, UAE.***

***Duties and Responsibilities.***

* ***Review all invoices for appropriate documentation and approval prior payment.***
* ***Sort and distribute incoming mail.***
* ***Prioritize invoices according to cash discount and payment terms.***
* ***Process cheque requests.***
* ***Audit and process credit card bills.***
* ***Match invoices to cheques, obtain all signatures for them and distribute accordingly.***
* ***Respond to all vendor enquiries.***
* ***Assist in month end closings.***
* ***Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted accounting practices.***
* ***To ensure accuracy in preparing invoices.***
* ***Reconciles bank statements by comparing statements with general ledger.***
* ***Maintains accounting databases by entering data into the computer and processing backups.***
* ***Any missing documents should be followed up the same day.***
* ***Attend all internal or external meetings to avoid any future discrepancies in payables.***
* ***Handling Creditor’s queries efficiently, professionally and in a timely manner.***
* ***Payments follow up with the concerned department.***
* ***Follow up, collection and allocation of payments.***
* ***Verify financial reports by running performance analysis software program.***
* ***Reconciliation of accounts.***
* ***Preparation of payments as per the allocated schedules to the creditors.***
* ***Monitoring customer account details for payments, delayed payments and other irregularities.***
* ***Any other duties as may reasonably be requested by the management team including assistance for large events or hotel functions.***
* ***Updating job knowledge by participating in educational opportunities.***
* ***Preparation of revenue budget for the company and follow up to achieve the forecasted target.***
* ***Coordinating & Reporting to Chief Accountant to do the accounts related works***
* ***Worked as an Education Counselor cum Administrator for a Period of One Year in Image Multimedia and Graphic Effects, Trivandrum, Kerala.***
* ***Worked as Apprentice Trainee in State Bank of Travancore since Feb 2006 to May 2009.***

***Educational Qualification:***

***Bachelor of Commerce, MG University, Kerala.***

***Vocational Higher Secondary Education (Commerce), Kerala.***

***Skills and Interests.***

***Good in handling Microsoft Office, Excel, Word, Power point.***

***Knowledge of Web Prolific Software.***

***Proper Reporting skills.***

***Accounting skills.***

***Personal Details:***

***Date of Birth: 27-May-1987***

***Nationality: Indian***

***Marital Status: Single***

***Languages known: Malayalam, English, Tamil***

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