**RESUME**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Anju Syamesh | | | |
|  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
|  |

**Career goal**

A position in result oriented company that seeks an ambitious and career conscious person where acquired skills education will be utilized towards continuous growth and advancement.

**technical profile**

Trained Software: MS Office, Tally,PeachTree

Operating Systems: Windows XP, Windows 7 & Windows 8.

Languages: C, C++, SQL, vb.net

**EDUCATION**

* Pursuing Master of Business Administration in Finance from Bharathiyar University.
* Master of Computer Application in 2014 from Bharathiyar University with 76%.
* Bachelors of Computer Application in 2011 from Bharathiyar University with 60%.

**ACE Middle East Logistics & Transportation, Umm Al Quain, UAE**

Designation: Assistant Accountant

Job Responsibilities

* Management of petty cash transactions.
* Controlling credit and ensuring debtors pay on time.
* Reconciliation of direct debits and finance accounts.
* Ensuring all payments amounts & records are accurate.
* Preparation of statutory accounts.
* Working with journals, sales & purchase ledgers and spreadsheets.
* Assisting qualified Accountants with audits.
* Preparation of financial reports.

**Ss MOTORS , triprayar,kerala,india(april 2014 to july 2016)**

Designation: Accountant (Customer Support Executive)

Job Responsibilities

* Ensure that statements and records comply with laws and regulations
* Inspect account books and accounting systems to keep up to date
* Organize and maintain financial records
* Improve businesses efficiency where money is concerned in Service centre
* Respond to customers complaints and resolve their issues
* Enter transactions in the cash register and provide customers with the total bill
* Perform the duties of customer service representative when required
* Maintain periodic service reports and spreadsheets
* Maintain periodic transaction reports
* Resolve customer complaints in a proactive manner

**PERSONAL PROFILE**

Date of Birth 15th May 1991

GenderFemale

Marital Status Married

Language Known Malayalam and English

**Job Seeker First Name / CV No: 1825884**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

