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 **Padma**

**Padma.309276@2freemail.com**

**CAREER OBJECTIVE**

To work in a leading and competitive environment where I can utilize and develop my skills, acquired through quality education and work experience to achieve an exemplary career growth. Seeking a good position in Accounts/ Administration field, that will utilize my diverse experience to positively impact company profitability and growth.

**WORK EXPERIENCE**

***Administrative Assistant***

06 Apr 2015 to 05 Apr 2016

Malabar Regional Co-Operative Milk Producers

* Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts and coordinates with accounts department.
* Maintains and Provides financial status information by preparing special reports; completing special projects.
* Corrects errors by posting adjusting journal entries.
* Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analyzing and reconciling retain age and accounts payable ledgers; preparing fixed asset depreciation and accruals.
* Secures financial information by completing database backups; keeping information confidential.
* Maintains leave balance information of all Employees
* Prepares telephone bills/ Cheque/ Mess bills of employees
* Maintains limits of telephone bill data.
* Prepares letters and certificates.
* Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required.
* Dealing with telephone and email queries.
* Sorting and distributing incoming and outgoing post

**PROFESSIONAL EFFICIENCIES**

* Dedicated and highly motivated.
* Confident and a quick learner.
* Positive attitude.
* Follows high standard of personal and professional ethics.
* Analytical Capacity
* Trustworthiness
* Open-mindedness
* Creative
* Ability to Work with Diverse People
* Time Management

## EDUCATIONAL QUALIFICATIONS

* HDC course from Govt. of Kerala with Distinction
* Computer Course in Tally with ‘’A ‘’grade
* B.Com from Calicut University with First Class
* Plus Two (Commerce) from State Board with First Class.
* SSLC from State Board with Distinction First Class.

**COMPUTER SKILLS**

* Tally
* MS-Office (Excel, Word, PowerPoint .etc.)
* Internet Surfing.

**EXTRA CURRICULAR ACTIVITIES**

* Participated in Drama, Drawing, etc...
* Participated in Mathematics Club and workshops in school.

**HOBBIES AND INTERESTS**

* Drawing, Reading, Cooking etc. …

 **PERSONAL DETAILS**

Date of Birth : 10th May, 1992

Gender : Female

Nationality : Indian

Marital Status : Married

**DECLARATION**

I hereby declare that the above furnished information is true to best of my knowledge and belief.

Date: Signature: