Ashly
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**1. Career Objective:**

Post Graduate with good academic standing applying for a accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities related to accounts payable, account receivable and general accounting. I work hard in order to maximize the resources for the benefit of the organization to achieve their vision for an integrated growth and development.

**2.Job Experience:**

**2.1Customer Relation Executive**

 Royal Enfield - India - Aug. 2015 until July 2016

-responsible for sales and vehicle registrations

- had to be in Customer relations in time to time

- sold out the company favored insurance policies to each customers

**2.2Accounts/ Office Assistant**

St. Thomas High School - India- Feb. 2012 to Dec. 2014

-Responsible for handling the accounts details on daily basis.

-Monthly review and held meetings with the board.

- Handled multifaceted clerical tasks (eg: Data Entry, Records Management and Billing) as the Assistant to the registrar and admissions offices.

**3. Educational Qualifications:**

* Diploma in Indian and Foreign Accounting (DIFA), Indian and Foreign Accounting (DIFA), 2015, First class
* Master’s Degree in Commerce (M. Com), Madurai Kamraj University, 2011-2013, First class
* Bachelor’s Degree in Commerce (B. Com), Mahatma Gandhi University, 2006-2009, Second class

**4. SKILLS:**

**4.1 Computer Proficiency:**

Independently employs various features to prepare reports, accounts, PowerPoint Presentations, and broadcast data and information. And had the technical know- how of the below given softwares:

* MS Office
* Tally ERP 9
* Peachtree
* Dac Easy

**4.2 LanguagesKnown:**

***To Write:***English, Malayalam, and Hindi

***To Speak:***English, Malayalam, and Hindi

**Declaration**

I hereby declare that the above mentioned information is true to the best of my knowledge.