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**CURRICULAM VITAE**

**SREESHMA**

**SREESHMA.331314@2freemail.com**

**Career Objective**

To be part of a professional organization and work in a dynamic and challenging environment, which offers an opportunity to grow, develop and contribute my Management and Professional skills to the growth of the organization.

**Educational Qualifications**

**ICWAI INTERMEDIATE**

INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOLKATA, INDIA.

**Master in Commerce (M.COM)**

MADHURAI KAMARAJ UNIVERSITY, INDIA

**Bachelor of Commerce (B.COM)**

PAZHASSI RAJA N.S.S COLLEGE, MATTANNUR, KERALA, INDIA

**PROFESSIONAL EXPERIENCE**

**THALASSERY MISSION HOSPITAL PVT.LTD.**

**ACCOUNTANT**

**(10.02.2013-30.11.2016)**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Examine statements to ensure accuracy.
* Ensure that statements and records comply with laws and regulations.
* Compute taxes owed, prepare tax returns, and ensure prompt payment.
* Ensure company accounts and tax returns are prepared and filed correctly and on time.
* Inspect account books and accounting systems to keep up to date.
* Organize and maintain financial records.
* Improve businesses efficiency where money is concerned.
* Make best-practices recommendations to management.
* Managing petty cash transactions.
* Suggest ways to reduce costs enhance revenues and improve profits.
* Preparing statutory accounts. Calculating and checking to make sure payments, amounts and records are correct.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Provide necessary arrangements to auditors during audit programme.

**ACHIEVEMENTS**

* Plus two with Distinction
* B-com with Distinction
* ICWAI (CMA) Inter passed in first attempt
* M-com with First Class.

**Professional Training / Certification**

• Computer training organized by ICWAI (Qualified with A-grade for study on information technology in information systems for auditing, Cost management, and financial accounting-programming techniques, RDBMS Concepts, ERP Packages, M.S. Office and Accounting Packages) .

• General Management and Communication Skill development program.

• Attended Professional Seminars and Conferences conducted by ICWAI.

• Working Computer knowledge with **Tally.ERP9** and **MS Excel**, **MS office**.

• Attended industrial training/Modular training.

**Personal statement**

Have a clear, logical mind with practical approach to problem solving with an eye for details. Quick learner, I enjoy overcoming challenges.

**Languages Known**

English, Malayalam.