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|  | Susan |

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|  | Susan.337279@2freemail.com  |



**CAREER OBJECTIVE**

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.



**EDUCATIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| ➢ M.Com. - Finance | (M G University - 2012) |
| ➢ B.Com. - Taxation | (M G University - 2010) |
| ➢ Plus Two - Commerce (Board of Kerala - 2007) |
| ➢ S.S.L.C | (Board of Kerala - 2005) |



**IT SKILLS**

* M.S Office
* Tally. ERP9
* Microsoft Dynamics Navision (Accounting Software)
* Microsoft Dynamics CRM (Customer Relation Management)



**WORK EXPERIENCE**

***Organization***:

***ROSAC ENTERPRISES*** (A sister concern of Westwood Floorings,Specialize in premium hard wood flooring with international quality, durability & elegance. Westwood is the India country distributor for wide range of products from Bona AB of Sweden)

Location : Cochin – Kerala – India.

Position : Accounts Executive

Period : 4th June 2012 to 30th June 2016

**JOB PROFILE**

* Invoicing
* Accounts receivable & payable
* Inventory Accounting
* Reconciliation of banks
* Prepare sales orders & purchase orders
* Maintain Day Book and ledgers.
* Recording day to day transactions.
* Entering purchases & sales
* Prepare financial statements



**PERSONAL INFORMATION**

Date of Birth : 26/12/1988

Gender : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Malayalam, and Hindi

Passport Issue Place : Cochin

**DECLARATION**

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

**Date:**

**\***On visiting visa for one month (18/01/2017 to 13/02/2017)