

**CHRISTY**

**CHRISTY.347591@2freemail.com**

**CAREER OBJECTIVE**

*To obtain an accounting positon where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.*

**CORE STRENGTHS**

* *Quality oriented*
* *Possess good interpersonal and communication skills*
* *Optimistic attitude*
* *Initiates to shoulder responsibilities*
* *Quick learner*
* *Excellent team player*
* *Hardworking*
* *Maintains confidentiality*
* *Ability to multitask and manage conflicting demands*

**SKILLS SUMMARY**

* *Knowledge on Microsoft Office Applications such as Word, Excel, PowerPoint & Access.*
* *Knowledge in Tally Erp 9.0*
* Experience of handling large volume of invoices onto a Sage 50 accounting software

**WORK EXPERIENCE**

*Worked in Prudential Consultancy Services for a short period as Assistant Accountant under a Chartered Accountant Ms Mala Subramanian.*

* *Meeting the clients to monitor the inventory, office stock and recheck the details provided*
* *Preparation of Daily Sales Report*
* *Calculation of Wages Processing System (WPS)*
* *Maintaining the Absence, holiday and training records of the staff*
* *Faxing, printing, scanning*
* *Updating and Filing of Documents*

**EDUCATION BACKGROUND**

* *Pursuing M.com from Bharathiar University, Dubai*
* *Bachelors of Commerce specialized in Computer Applications (2012-2015)from Mahatma Gandhi University, Kerala*

**PERSONAL DETAILS**

*Date of birth : 20.02.1994*

*Sex : Female*

*Marital Status : Single*

*Nationality : Indian*

*Visa Status : Residential*

*Languages known : English*