Curriculum Vitae

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***Reema***

***Reema.347872@2freemail.com***

***Career Objective***

*Ambitious to build a career in accounting and finance with a reputed organization where team work and hardworking are appreciated and to be in a position which is best suited to my knowledge and skills.*

***Profile***

*A positive, motivated and hard-working Master of Commerce graduate with a major in Accounting, who believes in teamwork and keen to learn and contribute towards success of the organization.*

***Academic Profile***

*Master of Commerce - Finance*

*Mahatma Gandhi University, GIAL College, Kottayam, Kerala, India.*

*Bachelor of Commerce – Computer Application*

*Mahatma Gandhi University, GIAL College, Kottayam, Kerala, India.*

*Certified Financial Accountant (4 months course)*

*The Institute of Accountancy (TIA)*

***Work Experience***

*Organization : Thomas and James CA Firm*

*Address : Kottayam, Kerala, India*

*Department : Accounts*

*Designation : Assistant Auditor*

*Joined Period : July 2015 to March 2016*

*Organization : K M Technologies*

*Address : Kottayam, Kerala, India*

*Department : Accounts*

*Designation : Admin / Accounts Executive*

*Joined Period : April 2016 to October 2016*

***Roles and Responsibility***

* *Maintaining cash book, purchase &sales register of the company*
* *Prepare bank reconciliation statements*
* *Preparation of final statements*
* *Preparation of Profit & Loss statements*
* *Prepare and verify daily reports*
* *Compile monthly reports*

***Key Skills***

* *MS Office*
* *Accounting software*
* *Deep interest in learning and working*
* *Knowledge in computer applications*
* *Good communication and leadership skills*

***Habits & Interests***

* *Traveling and site seeing*
* *Listening music*
* *Dancing*

***Personal Information***

*Age : 27 years*

*Nationality : Indian*

*Gender : Female*

*Marital Status : Single*

*Religion : Christian*

*UAE Visa status : Visit visa*

*Languages Known : English, Hindi, Malayalam,*

 *French (Elementary)*

***Declaration***

*I hereby declare that the information given above is true to the best of my knowledge. I commit to discharge my duties in the bestpossible manner.*