**Emmima**

Experienced Accountant Seeks position to utilize strong analytical and problem solving skills Provides Accurate Financial data, by compiling reports.

**Accountant**

**Emmima.351128@2freemail.com**

# Professional Experience

**Adharam Energy Private Ltd,, Madurai, India 1st May 2014 to 30th June 2016**

**Accounts Supervisor**

* Compiling and Analyzing of financial information to prepare entries such as general ledger, Vouchers, Payment, Receipt, Sales, Purchase, Petty Cash.
* Establishing, maintaining, and coordinating in preparation of Cheques, Bank Vouchers and Bank Reconciliation Statement.
* Preparation of Tax Computations and Filling of Professional Tax, Service Tax, and Sales Tax.
* Maintenance and preparation of financial records in basis of monthly, quarterly and year end
* Prepared the system management in accounting and record-keeping.
* Developed and monitored in maintaining accounting databases.
* Assisted in audit preparation and coordinated during audit process.
* Analyzed and implemented standard procedures in controlling expenditures.

**Victory Nursing Institute, Madurai, India 1st Nov 2010 to 31st Dec 2014**

 **Accountant**

* Handling and Updating of Day-to-Day financial transactions using Tally 9.
* Responsible for accounts payable and accounts receivable
* Establishing, maintaining, and coordinating in preparation of Cheques
* Recorded and prepared all cash receipts
* Prepare entries such as Vouchers, Payment, Receipt, Sales, Petty Cash etc.,

**Vikaasa Hr. Sec. School, Madurai, India 1stJune 2006 to 30th Oct 2010**

**Accounts Assistant**

* Responsible for accounts payable and receivable, data entry, generating checks
* Recording and updating students databases
* Verified daily cash flow , preparation of bank deposits
* Prepared all cash receipts and all administrative correspondence

# Academic Credentials

**Master of Commerce (M.Com) *June 2009 - April 2011***

With CGPA 7.6 from Madurai Kamaraj University, India

**Bachelor of Business Administration (B.Com) *June 2002 - April 2005***

With CGPA 6.2 from Madurai Kamaraj University, India.

# technical Skills

* Tally 9.01 ERP Version
* Ms Office

# Personal Details

Date of Birth : 12th June, 1985

Nationality : Indian

Maritial Status : Married

Validity of Passport : 31-07-2026

Visa : Tourist

Visa Validity : 10th April, 2017

Visa can be transferred to Family Visa Since my Husband work in UAE.

I hereby declare that the information furnished above all is true to the best of my knowledge and belief.

**Sincerely**