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| **NEETHU** |  |
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| **E-Mail :** **neethu.353336@2freemail.com** |
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**Career Objective**

**Looking for a growing concern with good career prospects and the one which utilises my knowledge and experience.**

**Summary**

* **4 years experience in Accounting in a Public Limited Company**
* **MBA in Finance from a Recognized University.**

**Personal Profile**

* **Ambitious and willing to learn**
* **Leadership and Teamwork**
* **Organizing capability**
* **Sincerity and Dedication**
* **Optimism**

**Professional Experience**

1. **Sea Blue Shipyard Ltd., Kochi**

**Currently working as an Assistant Manager - Finance in Sea Blue Shipyard Ltd. from 02.12.2011. It is an ISO 9001-2008 certified Public Limited Company engaged in ship building and ship repairing activities with its head office at Edakochi, Ernakulam, Kerala, India.**

* **Managing day to day functioning of the office.**
* **Maintenance of computerised Cash Book, Bank Book, Journal and Ledger of office.**
* **Doing work allotment to Office staff and guiding them in completing their works.**
* **Liaison with clients and staff.**
* **Liaison with Banks, Monitoring Banking transactions and Preparation of Bank reconciliation statements.**
* **Periodic follow up with debtors and collection of dues.**
* **Providing details required by auditors.**
* **Preparing Cash requirements list everyday based on requisitions received and making payments based on urgency.**
* **Preparing RTGS and making Cash and Bank payments.**
* **Preparing payroll and timely disbursement of Wages and salaries.**
* **Computer Knowledge – Tally ERP.9, MS Office, Internet**

**Career History**

* **MBA- Finance from Bharathiyar University, Coimbatore with First Class in 2011.**
* **Bachelor Degree (B.Com.) with First Class from MG University in 2008.**
* **XIIth Standard (VHSE Examination) with First Class in 2005.**
* **Xth Standard ( State) with Second Class in 2003**

**Others**

* **A Project on Working Capital Management done at Kerala State Rubber Co-operative Ltd. (Rubco), Pambady, Kottayam.**

**Personal Details**

* **D.O.B : 11.11.1987**
* **Female, Married**
* **Nationality : Indian**
* **Religion : Hindu, Ezhava**
* **Languages known : English & Malayalam**

**References - Will be provided on request.**

 **Declaration**

 **I hereby declare that the above mentioned information are true.**

**Kottayam**

**24.06.2016 NEETHU**