**BEENA** Email: [beena.356620@2freemail.com](mailto:beena.356620@2freemail.com)

**Career Summary**

9 Years experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goals and get additional knowledge.

**Personal Qualities**

* Strong analytical and problem solving skills.
* Smart Working ability.
* Keen observer.
* Trustworthy.

**Technical Knowledge**

* Certificate in MS Office, Tally Doing
* Certificate in Tax Practice and Accounting
* License for Enrolment as Sales Tax Practitioner.

**Key Responsibilities Handled**

* Finalize the day's balance, and prepare and print management reports.
* Investigate and reconcile discrepancies when they occur.
* Valuation of company assets and liabilities.
* Preparing Yearly Budget and finalization work.
* Preparing periodic reports to compare budgeted costs to actual costs.
* Avoiding outstanding expenses and managing the petty cash.

**Employers**

* Working as an accountant in Tourism Development Corporation from 2008- Present.

**Academic**

* B com (With Higher Diploma Course)
* KGTE ( composing and Proof Reading)

**Personal Details**

Date of Birth : 25-05-1976

Languages Known : English, Hindi, Malayalam,Tamil