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**DAISY**

**Ajman, UAE**

**Mob : C/o 0504973598**

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**Summary**

Graduate (B.Com) having experience of 9 years in financial /accounting and administration position

**Objectives**

Seeking a challenging position in finance ,accounting and administration in a growing organization that provides a scope for utilizing my knowledge ,skills and help me in achieving both organizational and personal goals

**Professional Experience**

**Company Name: JOY ALUKKAS JEWALLARY. KOLLAM.KERALA .INDIA**

Designation: HR Assistant

**Duration : 2004-2006**

**Roles & Responsibilities:**

**Handled all clerical tasks including staffs needs and their salary calculation . Worked as the assistant to the registrar and admissions offices. Coordinated staffs arrangements, maintained their leaves and resignation with its formalities .New joined staffs joining paper works ,salary ,accommodation and food also.**

**Company Name : MUTHOOT FINCORP,KOLLAM, KERALA, INDIA**

Designation : **Branch in Charge**

**Worked as Branch in charge in Finance Corporation from 2007 to 2010**

**Roles & Responsibilities :**

1. **Managing all activities of the firm**
2. **Preparing salary for the employees and attendance register**
3. **Preparing petty cash book and balance sheet**
4. **Maintaining bank transactions**
5. **Gold loan, vehicle loan ,money exchange ,fixed deposit opening, closing and its interest calculating**
6. **ESI and PF maintaining**

**Company Name : AZEEZIYA MEDICAL COLLEGE,KOLLAM,KERALA,INDIA**

Designation : **Accountant Executive**

**Duration : 2010-2011**

**Roles & Responsibilities :**

**1.All doctors , students, and non teaching staffs salary calculation based on punching details,**

**2. Monthly stock report of all hospital equipments like stationery surgical and pharmacy**

**3. Medical students fees calculation**

**4. Exam fee collection**

**5. Assuring the supply of study materials at the right time**

**Company Name : ALPHONSA CASHEW INDUSTRIES,KOLLAM ,KERALA,INDIA**

Designation **: Accountant Executive**

**Duration : 2011-2013**

**Roles & Responsibilities:**

1. **Prepares asset liability and capital account entries by compiling and analyzing account information**
2. **Raw nuts export and import filing**
3. **Labors wage distribution**
4. **ESI processing**
5. **Daily report maintaining**
6. **Tax return filing**
7. **Coordinating office procedures**

**Company Name: CHAVARA FAMILY WELFARE CENTRE,PATHANAMTHITTA ,KERALA,INDIA**

Designation **: Branch Manger**

**Duration : 2011-2013**

**Roles & Responsibilities:**

1. **Accounts and administration work**
2. **Develop and execute customer references**
3. **Develop and maintain event database**
4. **Planning, implementation and follow-up for all special events and annual receptions**

**Skills**

• Excellent Organizational Skills

• Strong Customer Relations Skills

• Computer Proficiency

• Data Entry

• Front-Desk support

• Office Management

• Spreadsheets/Reports

• Event Management

• Calendaring

• Records Management

• Word Processing and Typing

• Filing

• Computer: Windows, MS Office package

**Education**

**Bachelor of Commerce ( Income tax and Co-Operation)**

Kerala University

**Pre University Course**

Kerala University

**Secondary School Leaving certificate**

Kerala State Board

**Computer**

MS Office

Tally ERP6.3

**Personal Details**

Date of Birth : May 25,1980

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known **:** English, Hindi,Malayalam

**Declaration**

**I hereby declare that the information furnished above is true to the best of my knowledge**

**Ajman,UAE**

**DAISY**