**SMITHA**

**SMITHA.360405@2freemail.com**

**Accountant**

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| **PROFILE AT A GLANCE** |

* **Overall Professional Experience** - 4+ years’ experience in Non-Banking Financial Company.
* Experienced in Accounts handling, Book Keeping, and Cash Management & Office Management.
* Passed **M.COM** with first class in FINANCE stream
* Well Versed with MS –Office, Tally 7.2, **Tally ERP 9**

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| **PERSONAL SUMMARY** |

An experienced and fully qualified Accountant who is efficient, thorough and passionate about delivering the best level of performance, experienced and interested in customer handling, cash management. As a driven individual who wants to progress, I am now looking for suitable position in an organization that gives me to enhance my accounting skills and knowledge towards my career growth and as a part of team that dynamically works towards the growth of the organization

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| **PROFESSIONAL EXPERIENCE** |

 **ACCOUNTANT CUM CASHIER**

Kosamattam Finance Limitted (NBFC)

Kerala , India

June 2013 – March 2015

**ACCOUNTANT CUM CASHIER**

Muthoot Finance Limited, (NBFC)

 Kerala, India

October 2006 - February 2009

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| **PROFESSIONAL QUALIFICATION** |

**M.COM-** (FINANCE STREAM) M.G University, Kottayam, Kerala (2003-2005)

**B.COM** - M.G University, Kottayam, Kerala (2000-2003)

**Diploma in IATA (**Speed wings Academy for Aviation), Cochin

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| **TECHNICAL EXPERTISE** |

Well versed with MS office (MS Word, MS Excel, PowerPoint)

Tally 7.2

Tally ERP 9

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| **DUTIES & RESPONSIBILITIES**  |

* Handled the position of accountant and cashier.
* Maintenance of cashiers scroll
* Experience in Customer services.
* Issue of gold loan and gold appraisal.
* Accepting deposits and Debenture.
* Dealing with public issue
* Dealing with money transfers like Xpressmoney, WUMT, INSTANT cash, EZ Remit
* Dealing with foreign currencies.

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| **DUTIES RELATED WITH ACCOUNTING** |

* Act as join custodianEstablishing table of accounts
* Assigning entries to proper accounts
* Preparation of vouchers and books of accounts
* Handling ledger accounts and keeping check for invoices and payments
* Prepare monthly reconciliation of balance sheet accounts
* Preparation of annual financial statements
* Preparation of Stock Register of Funds
* Maintenance of Cashiers Scroll
* Maintain funds for the day to day functioning..
* Using automated accounting systems for data input and to obtain records.
* To maintain the status of funds.
* To process accounting transactions
* To train the junior accounting clerks.
* To maintain records of payment information.
* Handling payroll of employees
* Maintaining track record of company's expenses
* Assisted In carrying out Company's internal Audit
* Studying the reports given by auditors and submitting it to the Management.
* Managing the petty cash Preparing periodic reports to compare budgeted costs to actualcosts
* Participated in closing and year ending works.

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| **KEY SKILLS** |

Good analytical and problem solving skills.

Sound knowledge of handling Accounting system

Excellent ability to sort, check, count and verify numbers.

Strong ability to use an automated accounting system.

Good organizational skills

Being accurate under pressure

Ability to work in team as well as individual

Sound knowledge in Book keeping

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| **REGISTERS HANDLED** |

 **Journal, Ledger, Cash Book, Cash in transit Register, Stock Register of Cash, Transfer scroll, Debenture Register, Cheque Issue Register, Gold movement Register, Money Transfer register, Key Register, Inward and outward and outward register, Fixed Asset Register**

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