vidhya.362337@2freemail.com

**OBJECTIVE**

To obtain a challenging position in a reputed professional driven organization that would utilize my expertise as an Accountant or Administration position.  I look forward to use my skills to help my organization to achieve its objectives and bring in continuous growth and complement my professional growth.

**EXPERIENCE / ACHIVEMENT**

Period : From Oct 2015 to Oct 2016

Employer : Accountant Service Society, Opp. Cochin Shipyard, Cochin, Kerala, India.

Designation : **Accountant**

Sector : Software Institute and Accounting Training Center

**JOB RESPONIBILITIES- Accountant Service Society Accounts**

* Preparing Finance report and submitting to CEO and Business controller weekly
* Giving salaries to employees without any delay and mistake
* Collecting all bank details from employees and transferring salaries to their bank accurately
* Preparing appropriate accounts and updating on daily basis
* Updating each department about their revenue and expense
* All Finance problems solving for employees and students. Full control in petty cash
* Enters, updates, and/or retrieves accounting data from automated systems.
* Establish tables of accounts, and assign entries to proper accounts.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Retrieves system reports & reviews on-line transactions for changes and accuracy and corrects errors. .
* Designs, prepares, and maintains spreadsheets using basic mathematical calculations.
* Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions

Period : From Aug 2014 to Sept 2015

Employer : UAE Exchange Financial Service Ltd, Kannur, Kerala, India.

Designation : **Junior officer (Finance, Office Administration and Counter Sales)**

Sector : Financial Services

**JOB RESPONIBILITIES- UAE Exchange & Financial services**

* Exchange Indian and Foreign Currencies.
* Air ticketing and visa processing.
* Domestic Money transfer, Insurance and allied Products.
* Supervised accounts receivables clerks, team of five.
* Complied financial reports pertaining to cash receipts, expenditures and profit and loss.
* Analyses cash inflow and outflow.
* Collected and reported monthly expense variances and explanations.
* Provided timely actual, forecast and budget data for IT and corporate management.
* Assisted management with the finalization of the annual expense plans.
* Receiving Enquiries from all customers and Regular contact with customer and follow-up for the due

 payments

Period : From Feb 2014 to Aug 2014

Employer : Niravath jubilee India Pvt Ltd., Kannur, Kerala, India.

Designation : **Accountant**

Sector : Financial Services.

Period : From June 2010 to Aug 2011

Employer : G-Tec Computer Education, Kannur, Kerala, India.

Designation : **Accountant cum Office Administration**

Sector : Computer software educational Institute.

Period : From Feb 2006 to Feb 2007

Employer : Keltron, Kannur, Kerala, India.

Designation : **Vocational Apprenticeship Trainee (Materials Dept.)**

Sector : Manufacturing and Trading Company.

**Education Background**

|  |  |  |
| --- | --- | --- |
| **Examination** | **Year** | **Board Of Examination** |
| **SAP – ERP (FICO & B1)** | 2016 | Account Service Society (ASS) Cochin, India |
| **MBA (Finance & HR)** | 2012 - 2014 | Mahatma Gandhi University |
| **BBA** | 2007 - 2010 | Kannur University |
| **PLUS TWO (VHSE)** | 2003 - 2005 | Board of Kerala Vocational Higher Secondary Examination |
| **S.S.L.C** | 2003 | Board of Kerala Public Examination |
|  |  |  |

**Certifications**

* Diploma in Corporate Accounts and Management (Professional Certificate)
* Accounting with Tally. ERP.9, Peach tree and Quick books
* Advanced excel and MS Office
* Diploma in Practical accounting (Manual & Computerized)

**Key Competencies & Skills**

* Excellent communication both written and verbal and interpersonal skills within a multi-cultural environment.
* Proven ability to adapt and manage effectively in faced paced changing and challenging environment.
* Ability to deal with people diplomatically, willingness to learn, team facilitator and hard worker.
* Computer and technical literacy (MS Office, Tally ERP9, SQL, SAP and basic knowledge of computer hardware)
* Quick learner, Multi skilling & tasking. . Positive attitude and energy. Capability to work under pressure.
* Ability to reconcile and/or balance financial transactions and accounts.
* Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.
* Ability to compare data from a variety of sources for accuracy and completeness.
* Ability to understand and apply current accounting guidelines, system updates and revisions & policy changes.
* Typing speed of 50 WPM

**Personal Details**

Date of Birth : 28th May 1988

Nationality : Indian

Religion : Hindu

Marital Status : Married

Place of Issue : Kozhikode

Visa Status : Visit Visa (Valid till 27th May 2017)

Language Known : English, Malayalam & Hindi

I hereby declare that the above-furnished statements are true to the best of my knowledge and belief.

Vidhya