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**Lini**

[**Lini.362557@2freemail.com**](mailto:Lini.362557@2freemail.com)

**Career Objective:**

[To employ my knowledge and experience with the intention of securing a professional career in Accounts with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.](http://www.resumebaking.com/resume-objectives/accounting-resume-objectives/knowledge-and-experience-with-the-intention/)

**Summary:**

MBA (Madras University), M.Com from Madurai Kamraj University Post Graduate with 3+ years of Accounting Career in Apparels Export/ Finance Pvt Ltd/Automobile Industry

**Skills:**

Book keeping, Journal, Ledger, Accounts Receivable/Payable, Petty Cash Management, Bank Reconciliations, Profit & Loss Balance Sheet, Good Analytical Skills

**Academic Qualification:**

* MBA - Finance Post Graduate from Madras University -2014
* M.Com from Madurai Kamraj University - 2007
* BCom from Calicut University – 2003

**Certifications:**

Course : Accounting (Tally6.3,7.2, tally9)

(Government of Kerala (STED project))

Course : Office automation (MS Office)

Course : Type writing Lower

(Government of Kerala)

**Professional Experience:**

**Maruti Suzuki Dealer (July 2016 – Present)**

**Back Office Assistant**

**Job Profile:**

* Compile receipts and update cash book
* Data entry
* Preparation of BRS
* Supporting Insurance Department in Premium Calculation, endorsement, break in renewal
* Handling Customer queries on Insurance details

**Sree Gokulam Chit & Finance Pvt , Chennai Corporate Office (July 2008 – March 2009)**

**Accountant:**

Reporting to Finance Manager

**Job Profile:**

* Preparation of various books like ledgers, petty cash book,cash book,bank book, BRS etc….
* Handling tally process of cash book,bank statement and collection statement.
* Handling fixed deposits and staff security deposits for clients in 230 branches all over India.
* Issuing of Fixed deposit receipts based on the amount ,duration and other relavant information of the client.
* Calculation of interest amount for each client based on the fixed amount
* Filing of TDS , form 15 G/H based on client’s annual income.
* Liasing with other branches on a daily basis related to client queries and solving issues

**Unitex Fashions Apparels, Chennai (Nov 2006 – June 2008)**

**Accountant**

Reporting to Finance Manager

* Preparation of daily Cash receipts and payments
* Maintenance of day today Petty cash.
* Coordinate to complete Monthly Bank Reconciliation Statements of all bank accounts maintained
* Maintenance of asset records
* Compile receipts and update cash book
* Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals

**Personal Profile:**

**D.O.B:** 18.05.1982

**Gender:** Female

**Nationality:** Indian

**Father’s Name: Stanley Richardson**

**Visa Status**: Visit Visa (till 30th June 2017)