**SHARMILI**

**SHARMILI.363215@2freemail.com**

**Objective**

To pursue a challenging, innovative, flexible and rewarding career in a reputed organization and to grow with the organization while being resourceful.

* **Skills & Specifications**
* Excellent polite and persuasive communication skills.
* Passionate, hard worker and well organized professional with power to prioritize and multitask.
* Ability to meet deadlines.
* Good liaison with all other department members.
* Able to work in team and willing to put up to team.
* Pays attention to detail.
* Able to operate in different work conditions such as on-site, off site.

**September’16 to present**

**BM Contracting LLC**

* **Accountant General**
* ***Major Responsibilities;***
* Documents financial transactions by entering account information.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Establish tables of accounts, and assign entries to proper accounts.
* Oversee day-to-day accounting operations of commercial property buildings
* Manage and complete general ledger journal entries and cash balances
* Process accounts receivable and review accounts payable for each respective property
* Reviews Balance Sheets and Income Statements per property to verify account balances and reasonable revenue and expense amount.

**Dec’13 to Aug’15**

**Ernst & Young - Trivandrum**

* **OSS Operations Associate**
* ***Major Responsibilities;***
* Procurement of IT Assets
* Check the product availability with the vendors.
* Follow up with the concerned teams on timely basis.
* Following up with Vendors regarding shipment of Assets
* Invoice processing
* Archiving of Invoice data according to its categories.
* Able to find and spot the invoices which don’t have PO or the documents which doesn’t contain PO.
* Maintaining an Asset Database and track changes
* Preparing daily reports and data according to IT requirements
* Interact with Clients
* Maintain a database of all Internet lines and connections and their usage.
* Keep a track of all assets in Kerala EY locations.
* Work on Excel
* Attend Conference calls with the Management and Clients.
* Work on Service Now and Service Delivery Tools
* Budget analysis.

**May’13 to Nov’13**

**Inflicx.com (MaanUSA Consultancy)**

* **Process Associate – (US Voice Process, Obama Care)**

***Major Responsibilities;***

* Maximize productivity.
* Answer Outbound calls
* Support the company in attaining sales target.
* Preparing monthly, weekly & daily sales analysis.
* Achieve the monthly targets and try to exceed it.
* Interact with the Client.
* Submit reports on a daily basis.

**May ‘10 – Sep ’11**

**Sutherland Global Services - Cochin**

* **Customer Service Executive ( US Voice Process-UOL)**

***Major Responsibilities****;*

* Deliver the team sales target.
* Attend calls and resolve the queries of customers
* Handle billing queries as well as technical issues
* Manage the sales and quality performance of my team
* Maximize productivity.
* Support the sales team in attaining sales target.
* Achieve the monthly targets and try to exceed it.

**ACADEMIC CREDENTIALS**

**2010 - 2013** Bachelors in Commerce - MG University, Kerala

**2009** 12th CBSE, Subject - Commerce

**2007** 10th from Kerala State Board

**COMPUTER SKILLS**

* Proficient in MS Word, VB, HTML, MS Excel & MS PowerPoint & MS Office 2007

**PERSONAL DETAILS**

Date of Birth : 6th Jan 1992

Marital Status : Married

Language Known : English, Hindi, Malayalam

Total Work Experience : 4 years

Reference : Will be furnished upon request

**DECLARATION**

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature will be liable to be cancelled.