**RESHMA**

**RESHMA.371624@2freemail.com**

**OBJECTIVES**

To obtain meaningful and challenging position that enables me to learn and contribute in the field of Accounts Administration and allows for carrier advancement in the field.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **NAME OF THE** | **NAME OF THE** | **% OF MARKS** | **YEAR OF STUDY** |
|  | **INSTITUTION** | **BOARD** |  |  |
| **M.COM (FINANCE** | **Amrita school of** | **Amrita vishwa** | **70** | **2012** – **2014** |
| **AND SYSTEMS)** | **Arts and** | **vidyapeetham** |  |  |
|  | **Sciences, Kochi** |  |  |  |
| **B.com** | Lakshmi college | M.G university, | 59 | 2009 – 2012 |
|  | N.paravur | Kottayam |  |  |
| **PLUS TWO** | S.N.H.S.S | HSE BOARD, | 82 | 2007 – 2009 |
| **COMMERCE** |  | Kerala |  |  |
| **X’th** | D.D.S.H.S | Kerala state | 93 | 2006 - 2007 |
|  |  | Syllabus |  |  |
| **SCHOLASTIC ACHIEVEMENTS** |  |  |  |

* School Guide – Rajya Puraskar

**AREAS OF INTEREST**

* Accounts
* Administration
* Office secretary
* Data entry operator

**EXTRA CURRICULAR INTEREST**

Interest in organizing and taking part in events and function, socializing and interacting with people, drawing, reading and listening music.

**COMPUTER PROFICIENCY**

* **Advanced diploma in financial accounting ( Tally, DacEasy, Peach tree etc.)**
* Graduate diploma in information technology ( M.S office, Internet etc.)
* Operating Systems

**PROJECTS UNDERTAKEN**

* **Project #1** –Mini project in **Travancore Cochin Chemicals Ltd,** udyogamandal, kerala
* **Topic:** A study on **financial statement analysis** of Travancore cochin Chemicals ltd.
* **Objective:** To review the financial performance of Travancore Cochin Chemicals ltd.
* **Duration:** 45 days
* **Project #2 –** Main project in **GTN Textiles ltd, Aluva.**
* **Topic:** A study on **working capital management** of in GTN Textiles ltd, Aluva.
* **Objective:** To estimating the working capital requirements of in GTN Textiles ltd, Aluva.
* **Duration:** 3 months.

**WORK EXPERIENCE**

1. Worked with **Amigos tours and travels**, Kochi as an **accounts assistant** from May 2014 to July 2015.

**JOB RESPONSIBILITIES**

* Assist in preparation of financial statements.
* Review and process routine accounting data for revenue and expenditures.
* Ensure accuracy, completeness and compliance with corporate requirements.
* Analyse, reconcile, balance and maintain accounting records.
* Review purchasing, petty cash and personal claims.
* Maintain updated vendor files and file numbers.
1. Worked with **S.N Arts and Science College,** Kochi as a **lecturer** in **commerce department** from July 2015 to November 2016.

**JOB RESPONSIBILITIES**

* Teach accounting and other problem papers.
* Plan lessons and assignments.
* Work with colleagues to develop curriculum.
* Assess student’s progress by grading papers, tests and other work.
* Supervise and guide projects of final year students.

**STRENGHTS**

* Hard Working
* Self Confident
* Optimistic
* Responsible
* Creative
* Good communication

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** |  |
|  | DOB | : 16 - 03 – 1992 |
|  | AGE | : 24 |
|  | SEX | : Female |
|  | NATIONALITY | : Indian |
|  |  |  |
|  | VISA STATUS | : Family |
|  | MARITAL STASTUS | : Married |
|  |  |  |
|  | LANGUAGES KNOWN | : English, Hindi and Malayalam |

**DECLARATION**

I hereby declare that all the above information given by me is true to the best of my knowledge and belief.