E-mail : [**ria.372085@2freemail.com**](mailto:ria.372085@2freemail.com)

**Objective:**

Seeking a suitable position in the organization, that offers challenge and professional growth while being resourceful, innovative and flexible.

**Work Experiences:**

***Accounts Assistant*** in **Integrated Specialized General Contracting Company W.L.L. (ISCCO), Abu Dhabi** for 3 months from September 2011 to December 2011.

***ICWAI Professional Trainee*** for **The Plantation Corporation of Kerala Ltd.,Kottayam, Kerala** from January 2010 to September 2010.

***Audit Executive*** for **Sukumaran & Co., Cost Accountants, Trivandrum, Kerala** from July 2008 to March 2009.

**Nature of Works:**

* Entering financial information in company software program and preparation of various reports.
* Assist in bank related, clerical and administration matters.
* Deals with data entry, documentation, book keeping.
* Checking invoices and timesheets received from various sites.
* **A**ssist inConsolidation of branch and head office accounts.
* Assist Closing of accounts.
* Assist in Preparation of financial statements and bank reconciliation statements.
* Deal with tax related matters.
* Assist in preparation of performance reports of various departments and their functions.
* **A**ssist in Cost Audit and Internal Audit which includes preparation of audit reports and other performance reports by personally visiting the sites.
* Assist in office administrative activities.

**Educational Qualification:**

* **CWA Inter, December 2007**

Trivandrum Chapter of Cost Accountants(TCCA)

(under The Institute of Cost and Works Accountants of India (ICWAI),Kolkata)

* **Master of Commerce (M.Com), May 2010**

Annamalai University

* **Bachelor of Commerce (B.Com), March 2006**

Baselius College,Mahatma Gandhi University, Kottayam, Kerala.

**Computer Proficiency:**

* Certificate in Information Systems for Auditing and Cost Management

(under ICWAI)

* Certificate in Computing, Accounting and Finance

(under ICWAI)

* Certificate in Tally Financial Accounting Program (Volume I-IV)

(under Tally Academy)

* Certificate in Tally Financial Accounting Program (Volume V)

(under Tally Academy)

**Personal Details:**

## Date of Birth: 5th March, 1985

**Sex :** Female

**Marital Status:** Married

**Nationality :** Indian

**Languages known :** English,Malayalam,Hindi