**ATHIRAMOL**

**ATHIRAMOL.373036@2freemail.com**

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**Nationality:** Indian

**Languages:** English, Hindi, Malayalam **Visa Status:** Employment Visa

**CAREER OBJECTIVE**

To build a Challenging career and obtain a position with growth oriented organization. Where my knowledge, skills and experience will contribute to the growth of the organization.

**EMPLOYMENT HISTORY**

**Office Secretary/Accountant –QUALITY METAL WORKS MFG L.L.C AJMAN,UAE September 2016- Till Date**

**Duties& responsibilities**

Creating invoices, filing receipts and dealing with all financial documentation.

Answering and dealing with incoming and outgoing telephone calls.

Making travel and accommodation arrangements for Company Directors and senior managers.

General duties such as ordering stationary, making tea, and tidying the office area.

Preparing correspondence and documents from digital dictation.

Handling confidential information in line with the firm’s data security protocols.

Daily Invoicing & Coordinating with Customers Raising Supplier LPO's

Payment follow up

Handling Accounts receivables and payables

Purchase booking, Stock reconciliation , booking of inward and Outward remittance to the software

Sending Daily profitability statement to top level management Petty Cash Handling

Employees record keeping - attendance & time sheet

Vehicle record keeping – Registration, Insurance renewal and regular maintenance

Doing bank reconciliation statement and sending to the Management Responsible for Importation of Raw Materials, LC preparation

Calls customers for collection

Deposits daily cash & Cheque collection Posting data of all vouchers to the system

Prepares cheques for Suppliers and other payments.

Data entry and posting of all vouchers such as Petty Cash, Payment, Receipt Posting of Purchase Invoices and Sales Invoices.

Monthly reconciliation of supplier’s and customer’s accounts.

Accounts Receivables/Payables

Company’s Payroll Preparation

Performing other tasks as per Manager’s instructions.

Follow up on the allocated targets.

**Educational Qualification**

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| --- | --- | --- |
|  | **2014** | **B.Ed. Degree** in physical science from Mahatma Gandhi |
|  | University with A grade |
|  | **2012** | **Bachelor Degree** in Chemistry from Mahatma Gandhi |
|  | University obtained 75% Mark |
|  | **2009** | **Board of Higher** Secondary Examination Kerala obtained |
|  | 78% of mark |  |
| **Additional Qualification** |
|  | **2013** | **DCA (Diploma in Computer Application**) from BSS Govt. |
|  | of India |  |
| **Personal Details** |  |
|  | Sex: | Female |
|  | Age & DOB: | 25, 15th February 1992 |
|  | Nationality: | Indian |
|  | Marital Status: | Single |
|  | Fathers Name: | Gopi V.G |

Religion: Hindu

**Languages Known**

English Hindi

Malayalam

**Extra-Curricular Activities**

Reading Books

Participating in quiz competition Stitching & Crafting

Furnished promptly upon with request proper document

In the view of above particulars, Please consider this CV and give me an opportunity in your esteemed organization. I assure that I would carry out my duties & responsibilities to the entire satisfaction of my superiors.