|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LINCY  LINCY  **E-Mail:**  [Lincy.374213@2freemail.com](mailto:Lincy.374213@2freemail.com)  **Personal Data:**  Name : Lincy  Date of Birth : 05.01.1990 Nationality: Indian Religion: Christian Gender: Female  Marital Status : married  **Languages Known:**  English & Malayalam    **Hobbies:**  Listening Music, Reading.    **Interest Field:**  Accounts, Auditing & Management.    **Visa Status**  Husband Visa | **curiculam viate**  **CAREER OBJECTIVE**  To strive for excellence in the organization, play a vital role in its growth and hence strengthening my overall development and to refine my knowledge in the area of accounting and finance.  **ACADEMIC QUALIFICATIONS**     |  |  |  | | --- | --- | --- | | **Degree/ Course** | **Passing Year** | **Board/University** | | CMA-  Intermediate | Pursuing | Institute Of Cost Accounts Of India | | Post Graduation –  M.com | 2013 | Madurai Kamraj University | | Graduation –  B.com | 2011 | Kerala University | | Higher secondary –  Plus Two | 2008 | Higher secondary Board  Kerala | | High School –  SSLC | 2006 | Board of Secondary Education  Kerala |   **COMPUTER SKILL**   * MS Office Package * Tally(7.2,9.0, ERP 9)     **working Experience**     * Working as a **Assistant Accountant cum Administrator** in Face Architecture & Design from 15/11/2015 to 01/06/2016   **WORKING AREAS**   * Receiving and processing all invoices, expense forms and request for payments. * Preparation of payment certificates. * Posting of journal entries * Reconciling bank statement * Reconciling finance accounts * Maintaining spreadsheets * Preparing statutory accounts * Managing daily posting in & Out * Handling and writing cheques * Managing petty cash transactions * Making daily reports * Coordinating administrative works * Application & cancellation of visas * Maintain office stationeries * Worked as a **Finance Trainee** in ‘The Kerala Minerals & Metals Limited, Kerala as part of CMA course from 13/03/2013 to 07/10/2015   **WORKING AREAS**     * Verification and payment recommendation of purchase order bills & work order bills. * Stock Received Note (SRN) valuation with invoice * Preparation of Bank Reconciliation Statement (BRS) * Reconciliation of inter unit transactions * Finalization of accounts for annual closing * Work related to sale tax and income tax return * Recommendation for issue of C-Form * Works related with Central Excise, payment & filing of return * Verification of employees claims for medical re-imbursement & travelling allowance * Works related to Provident Fund.       **Strengths**   * Having speedy action and scientific approach * Confident * Can work under pressure * Positive Attitude and Eagerness to learn. * Good Presentation & Communication skill.   **DECLARATION**    I hereby declare that the above information is true on basis of my knowledge  **LINCY** |