|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LINCY LINCY **E-Mail:**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 BoardKerala |
| High School –SSLC | 2006 | Board of Secondary EducationKerala |

 **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**  |