

HELNA

DUBAI, UAE

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Objective

To succeed in an environment of growth and excellence and to earn a job which provides me job satisfaction and self development, also helps me achieve personal as well as organizational goals.

Educational Qualification

* 2015-16 CMA (ICWA) Final Group IV Completed
* 2014-16 CMA (ICWA) Intermediate Completed
* 2014-16 M. Com Finance
* 2011-14 B. Com Taxation ,

St. Xavier’s College for Women, Aluva

Marks : 89%

* 2010-11 XII SBOA Public School, Chittor

CBSE Marks : 82 %

* 2008-09 X SBOA Public School, Chittoor

CBSE Marks : 79 %

Skill Summary

* Good listener
* Adaptive
* Patient and able to deal with people diplomatically

Technical Knowledge

* Experience in Microsoft Word, Microsoft PowerPoint, Microsoft Excel
* Tally ERP9
* Practical e-filing
* A study on brand preference of BSNL Cellular service (2014)
* Computer training certification from Institute of Cost Accountants of India
* IOT (Industrial Oriented Training) from Institute of Cost Accountants of India

Work Experience

* Worked in Finance Section at Coconut Development Board (Ministry of Agriculture & Farmers Welfare, Govt. of India ), Kera Bhavan Kochi 682011 from 17.01.2017 to 16.01.2018.
* Job Responsibilities

 Accounting of Bills and vouchers in tally

 Process journal entries and perform accounting corrections to ensure accurate records

 Bank Reconciliation of Head quarters , Farms, State centres and Regional offices

 Checking Accuracy of Income & Expenditure & Receipts & Payments

 Assisting JAO in preparation of financial statements and Budgets

 Assisting cashier in day to day activities

 Preparation of budgeted estimates and Revised estimates

 Maintenance of petty cash book , TR 5 book , Cheque register, Demand Draft Register,

 Public Financial Management System (PFMS)Register

 Preparation of Asset Register

 Checking Accuracy of Audit Reports

 Managed the internal and external mail functions

* Worked as Cost Accountant Trainee in Biju. V. Associates from 01.01.2016 to 19.07.2016

Activities / Honors

* Member of organizing committee of Alpha fiesta inter college management and cultural meet organized by Dept ofCommerce
* Participated in Suchithwa Bodhana Yajnam one day padayathra organized by mithra dham sahrudaya services and charities and Rajagiri outreach.
* Active member of NSS St.Xaviers College.

Hobbies and Interests

* Drawing
* Listening Music

Passport Details

Date of issue : 31.03.2014

Place of Issue : Cochin

Date of Expiry : 30.03.2024

Nationality : Indian

Personal Profile

Date of Birth : 31.12.1992

Languages Known : English, Hindi and Malayalam

Sex : Female

Marital Status : Single

Declaration

I hereby certify that the information provided in the document is true to my knowledge and belief.

Date :

Place : Dubai HELNA

References: Will be provided upon request.