### RESUME

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| **Reji** E-mail: reji.382436@2freemail.com  |



**Personal Summary**

An account professional with 5 years of experience, currently seeking a challenging position within a progressive organization where I can use my skills and knowledge for professional growth related with accounts and finance management, whilst working in accordance with the mission and vision of the organization.

**Computer Knowledge**

* Full professional proficiency for M S Office and Tally
* Internet Applications, Browsing and Emails
* Working Platforms; Windows
* Proficient in daily used computer applications

**Professional Experiences**

**Hyundai Motors, Trivandrum, Kerala, India.**

Accounts and Admin (Oct 2017 - Dec 2017)

* Post and process journal entries to ensure all business transactions are recorded.
* Bookkeeping and daily recording of financial transactions.
* Petty cash payments as per company’s policy.
* Documentation and filling of all transactions.
* Schedule meeting for sales team.
* Admin related documentation and filling of documents viz. ID proofs, banking documents of clients.

**Marikkar Motors Limited, Trivandrum, Kerala, India.**

Accounts cum Cashier (Apr 2014 - Mar 2017)

* Post and process journal entries to ensure all business transactions are recorded.
* Bookkeeping and daily recording of financial transactions.
* Update accounts payable and perform reconciliations.
* Prepare daily cash flow requirements.
* Petty cash payments as per company’s policy.
* Collect are required payments from clients upon purchases.

**Shine Marbles, Trivandrum, Kerala, India.**

Accounts Assistant (Mar 2012 –Mar 2014)

* Responsible for month and year end financial statements for company accounts.
* Carrying out cash flow forecasts, completing monthly and yearly financial statements (P&L and BS).
* Interacting with auditors to ensure time completion of audit.
* Checking of payment vouchers and receipt vouchers issued.
* Monitoring bank balances, issuing of cheques and PDC management – supervising weekly and monthly BRS (Bank Reconciliation Statement).
* Manage day to day bank transactions and day to day transaction reports.
* Control petty cash; prepare render accounts of individual and departments.
* Taking care of manual and computerized system of disbursements of salary.
* Manage the invoice generation and follow up for timely payments.
* Records/File Maintenance: Preparation and maintaining sales and purchase registered including registers of shareholders.

**Academic Qualifications**

Graduation : Bachelor of Commerce from Kerala University (India)

**Personal Information**

Date of Birth : May 14, 1989

Gender : Female

Nationality : Indian

Marital Status : Married

Language Known : English, Hindi, Tamil, Malayalam

Visa Type : Visit Visa

**Declaration & Signature**

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**Reji**