**SHARON**

**Email:** [**Sharon.390571@2freemail.com**](mailto:Sharon.390571@2freemail.com)

**SNAPSHOT**

* A master degree in finance and accounts with 4 years and 10 months overall experience in the fields of accounts, procurement and insurance sectors. My experience includes overall quality checking, review and analysis of documents received for individual clients
* Excellent proficiency and handy experience in various accounting software’s.
* An effective communicator with good interpersonal skills and a good team player.

**OBJECTIVE**

* To join a Company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.
* To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

**CORE SKILLS AND COMPETENCIES**

* Strong organizational, analytical and interpersonal skills
* Leadership and Good Team worker.
* Self-Motivation and Flexible.
* Decision making and problem solving.

**PROFESSIONAL EXPERIENCE**

**Organization: KIZHAKKE BHAGATH AGRO & RICE MILLS PVT.LTD, KOCHI, KERALA**

* **Designation: Accounts and Administration**
* Period: June 2016 to March 2019

Job Responsibilities:

* Monthly accounts updating, bank reconciliation
* VAT preparation
* Prepare purchase order, sales invoices, and security cheques.
* Manage petty cash, accounts receivables, payables
* Prepare payroll and employee files
* Prepare year end financials for audit
* Coordinate with various departments

**Organization: ACS -XEROX CORPORATION LTD.(CONDUENT BUSINESS SERVICES)**

* **Designation: Associate –Procurement department**
* Period: April 2015 to April 2016

Job Responsibilities:

* Providing support for procurement of indirect raw material for GM for various plants across US, Canada and Mexico.
* Directly involved in the contact and pricing negotiations with various suppliers in order to procure the materials with maximum cost savings.
* Creating purchasing orders after pre-validating the request with quote received from vendors.

Accomplishments:

* Selected as best employee for several months for high productivity, quality and time management.
* Received numerous appreciation from clients for best performance

**PROFESSIONAL QUALIFICATIONS**

* Master of Commerce from St. Thomas College, Pala - M.G. University, Kerala, India with 80% ( 2014)
* Bachelor of Commerce from BVM Holy Cross College - M.G. University, Kerala, India with 83% ( 2012)
* Higher Secondary from MGM NSS HSS, Lakkattor – HSE Board, Kerala, India with 75% (2009)
* S.S.L.C. from St. Joseph GHS, Mattakkara- Kerala, India with 78% (2007)

**COMPUTER PROFICIENCY**

* Proficiency in MS Office – Word, Excel, Power point and Outlook
* Expert in Tally (7, 9 and ERP versions),
* QuickBooks, SAP

**PERSONAL VITAE**

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| Date of Birth | : | 12th February 1992 |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi and Malayalam |
| Gender | : | Female |
| Marital Status | : | Married |
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