**REMYA**

Accounts Executive

**October 2008 - February 2019**

**CONTACT INFO**

Remya-392990@2freemail.com

**CURRENT ADDRESS**

Burdubai, UAE

**PERSONAL DETAILS**

Date of Birth – 14/05/1982 Nationality - Indian Religion – Hindu Marital Status – Married

Visa Status - Visit Visa valid upto August 28th

**LANGUAGES KNOWN**

* English
* Malayalam
* Hindi

**RESUME**



**OBJECTIVE**

Strong numerical and analytical skills with Master Degree in Finance; seeking a position as Accounts or Finance Executive.

**ACCOUNTING SKILLS**

* Well versed with all the accounting aspects.
* Good interpersonal and communication skills.
* Responsible for complex interaction with clients.
* Ability to work under pressure.
* Ability to handle complexity and ambiguity.
* Ability to identify and correct any minor or major mistakes in accounts.
* Maintaining good record of all accounts, which is understood by others.
* Invoice preparation to clients

**COMPUTER SKILLS**

* SAP – Finance & Costing Module Experience.
* Excellent knowledge in Tally with over 5 years of Experience.
* Knowledge in MS Office, especially in Excel and PowerPoint.
* Experience in Report making for MIS purpose & Presentation making in MS PowerPoint .

**PERSONAL STRENGTHS**

* Good understanding ability.
* Good communication skill
* Well prepared to adapt to difficult situation
* Patience
* Self- confidence
* Willingness to Learn New Things
* Good communication skills
* Straight forward to work
* Quick learner
* Multi tasker

**PROJECT ASSIGNMENTS**

**I. THE STUDY ON THE WORKING CAPITAL MANAGEMENT**

The project is conducted as a part of Academic Requirement of the Completion

of Master’s Degree in Business Administration.

1. ​**SHARE DEALING**

Program created for meeting the requirements of Bull Securities using C++

**ACADEMICS**

**MBA-FINANCE Pondicherry University**

**B.COM (Co- Operation)**

MG University

**TECHNICAL KNOWLEDGE**

* **PGDCA**
* **Executive Development Package**
* **Computer Office Clerk Programme**
* **Diploma In Tally**
* **Diploma In Auto Cad**

**KNOWN SOFTWARES**

* SAP
* Tally
* Microsoft Word,
* Microsoft Excel
* Microsoft Powerpoint

**INTERESTS & HOBBIES**

* Music
* Movies
* Painting
* Travelling

**REFERENCES**

Will be provided upon request

**PROFESSIONAL EXPERIENCE**



**KERALA**

Kancor Ingredients Limited is a leading Manufacturer, Exporter, Supplier of Food ingredients, Oleoresin, Mint & Essential Oils to worldwide MNCs with Annual Turn Over of over Rs.450 Crores, with exports to predominantly USA & Europe and also cater to more than 70 Countries. Now, the Company is acquired by a French MNC, positioned at No. 6 in the World.

Designation -​Accounts Executive

Duration – ​October 2008 – February 2019

**RESPONSIBILITIES**

* Purchase Accounting in SAP FICO Module.
* Bill Discounting & Related Booking.
* Internal and External Audit related assignments.
* Other Routine Accounting in SAP.
* Bill Payments in SAP, Verification of payments, Monitoring of Staff Advance, - - Travel Advance, Cash Book Verification, Voucher Checking, etc.
* Accounting of Export Incentives.
* Bank Reconciliation in SAP.
* Export Bill Documentation.
* Sales Tax related assignments..
* Use of accounting software (SAP).
* Ensuring that all accounting related activities follow company standards
* Presenting accounting issues and results to executive committees and upper management
* Managing accounting softwares
* Purchase management

**DECLARATION**

I undersigned certifies that the information given by me is true and correct to the best of my knowledge and belief. I understand that any misstatement described herein may lead to my disqualification or dismissal if engaged.

Thanks and Regards,

**REMYA**