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|  | **DHANYA**  [**Dhanya.47297@2freemail.com**](mailto:Dhanya.47297@2freemail.com) |  |
|  | **OBJECTIVE**  In quest of professional opportunities for utilizing my skills and abilities in manual or computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment. | |
|  | **SKILLS & FUNCTIONAL SUMMARY**   * Versatile and able to adapt within a high-pressured environment. * Well versed in **manual accounting and Excel** * Excellent typing speed (**45** words per min.). * Proficiency in **Tally ERP 9**, **Internet** & **MS** **Office** (word, excel & power point). * Knowledge in Tax calculations (**VAT**) * **6+ Years** experience in the field of accounts. * Good communication skill. * Dedicated and hard-working. | |
|  | **EXPERIENCE**  Accountant | Bharath Herbals Pvt. Ltd. Kerala, India  January 2016 – January 2017  *Job Responsibilities*   * Accounting activities up to finalization of accounts * Monitoring and evaluation of Debit note Credit note, Stock, Post Dated Cheques (PDC) and both journal and ledger. * Follow up with debtors and creditors. * Preparation of bank and ledger reconciliations and salary statements * Stock Maintenance   Assistant Accountant | Bharath Herbals Pvt. Ltd. Kerala, India  April 2013 - December 2015  *Job Responsibilities*   * Preparation of both manual and computerized accounting. * Accounting activities up to finalization of accounts * Preparation of Debit note Credit note and Post Dated Cheques (PDC) * Maintenance of various registers for purchase, sales, payments & receipts * Preparation of bank reconciliation statements * Preparation of salary sheets   Data Entry Operator | Network Trading LLC, Dubai, UAE  September 2011 – January 2012  *Job Responsibilities*   * Preparation of Export Documents for Ethiopia. * Preparation of Airway Bills and Follow up with customers. * Collection of Cargo Details from logistics departments related to customers * Assist customers for purchasing goods from UAE.   Accounts Assistant | Mahadeva Tradings. Kerala, India  June 2009 – January 2011  *Job Responsibilities*   * Preparation of manual accounting ledgers. * Dealing with Post Dated Cheques * Preparation of various registers for purchase, sales, payments & receipts * Preparation of Trial Balance and Follow up with debtors and creditors   Accounts Assistant | Universal Exchange, Dubai, UAE  August 2007 – March 2008  *Job Responsibilities*   * Prepare Daily reports of transactions * Daily reconciliation of Bank Statement * Filing of documents.   Data Entry Operator | Mahatma Coaching Center, Kerala, India  February 2001 – May 2002  *Job Responsibilities*   * Preparing Study materials for Engineering / Medical Entrance examination using Ms word, excel and Page maker * Assisting in office work - Issuing salary slips, Handling Petty cash, Collection and Issue of fee receipts, Updating stock in software | |
|  | **EDUCATION**  *Academic*   * Bachelor in Commerce (**B.Com**) * Bachelor in Education (B.Ed. (Hindi)   *Technical*   * Typewriting, Typing Speed: **45 WPM** * Diploma in Advanced Software Technology * Certificate in Graphic Designing * **Tally ERP 9**, Peachtree   *Additional*   * Diploma in Hindi Translation | |
|  | **PERSONAL DETAILS**   * Nationality : **Indian** * Marital status : Married * Date of Birth : 30/05/1980 * Languages : English, Hindi & Malayalam * Visa status : Now In India, Husband has Family status. | |