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|  | **DHANYA** **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.
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|  | **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, IndiaApril 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
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|  | **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
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|  | **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.
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