**Meppadom House**

SOWMYA

SOWMYA.359514@2freemail.com

Accountant

**CAREER OBJECTIVE**

To pursue a challenging and growth oriented career in an organisation that offers opportunities to learn and grow by delivering result.

**Junior Accountant**

**Perumal Tiles Company Pvt Ltd, Palakkad Kerala.**

Job Description

\* working with spreadsheets sales and purchase ledgers.

\* Calculating and checking accounts payable and receivables.

\*Sorting out incoming and outgoing daily post and answering any queries.

\* Managing petti cash transaction etc.

**Officer**

**ICICI Bank Ltd, Ernakulum Kerala**

Job Description

\* Account opening (CASA).

\* Customer Relationship Management.

\* Handling Loans, Insurance, Mutual fund etc.

**Accounts and Admin Officer**

**Lakshmi Narayana Academy, Palakkad Kerala.**

Job Description

\* Give training to the students (Manual and Computerised Accounting).

\* Preparations of data’s such as student’s details and attendance figures.

\* Process invoices etc.

EDUCATIONAL
QUALIFICATIONS

Technical Skills

Computer

Exposure

Declaration

**MBA Finance & Systems Management**

**Calicut University**

With First Class

**BBA (Bachelor of Business Administration)**

**Calicut University**

With First Class

* Tally erp0.9, Peachtree, QuickBooks,
* Microsoft Office (Excel, Word, and PowerPoint).

\* Professional Diploma in Indian Foreign and SAP Accounting (PDIFAS).

\* Advanced Diploma in Manual and Computerized Accounting

I hereby that the above mentioned information related to be is true to the best of my knowledge and belief.

*2011 - 2013*

*2008 - 2011*