# OBJECTIVE

**DRISYA**

[**drisya-392808@2freemail.com**](mailto:drisya-392808@2freemail.com)

Seeking a challenging position is a well-established firm where I can leverage my academic knowledge, skills and experience that shall yield the dual benefits of mutual growth and success.

**WORK EXPERIENCE**

**PROFESSIONAL ACRYLIC MEG & PE LLC**

**AL QUOZ, DUBAI (Still working)**

ACCOUNTANT

* Preparing financial documents such as invoices, bills and accounts payable and receivable
* Completing financial reports on regular basis and providing information to the finance team
* Assisting with budgets
* Completing bank reconciliations
* Entering financial information in to appropriate software programs
* Verifying bank deposits
* Managing day to day transactions
* Reporting on debtors & creditors
* Preparing Quotations.
* Coordinating office activities and operations to secure efficiency and compliance to company policies
* Supervising administrative staff and dividing responsibilities to ensure performance
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary
* VAT Filling
* Providing timely, accurate, and appropriate financial analysis, and information’s.
* Expertly handle accounts, payments, and refunds.
* Provide exceptional clerical supports to senior staff.
* Manage financial statements and organize data for executives.
* Maintaining accounting documents and records.
* Posting supplier invoices to the accounts system
* Preparing bank deposits, general ledger posting and statements

# MULTI LINE EXPORTERS

CLERICAL STAFF IN ACCOUNTS APRIL 2016 to MARCH 2017

* Providing timely, accurate, and appropriate financial analysis, and information’s.
* Expertly handle accounts, payments, and refunds.
* Provide exceptional clerical supports to senior staff.
* Manage financial statements and organize data for executives.
* Maintaining accounting documents and records.
* Posting supplier invoices to the accounts system
* Preparing bank deposits, general ledger posting and statements

**TINTO THOMAS ASSOCIATES THRISSUR INDIA**

OFFICE STAFF AND ESI PF CONSULTANT JULY 2017 to APRIL 2018

* Maintain employee records their personal files etc.
* Filling online ESI AND PF challans.
* All time office work.
* Issue to all employee access card and related work.
* To maintain proper and accuracy timing of incoming and outgoing for the employees.
* Generate employee master, salary details with contact details and pay structure.
* Payroll processing.
* Online employee registration.
* Generate monthly salary for the employees.
* Answering all incoming calls and then transferring them to the relevant person or department.

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| --- | --- |
| **EDUCATION** | **ST. THOMAS EDUCATION CENTRE THRISSUR** |
|  | BACHELOR OF COMMERCE in Finance and Marketing Dual Specialization |
|  | 2014-17 |

## PJMSGHS KANDASSANKADAVU THRISSUR INDIA

Board Of Higher Secondary Examination 2012-14

## IJGHS ARANATTUKARA THRISSUR INDIA

Secondary School Certificate 2011

## KEY SKILLS TECHNICAL SKILLS

* + MS Excel
  + MS Word
  + MS PowerPoint
  + Creating and Maintaining Data Base
  + Office Equipment – printers, scanners, mailing

## ADMINISTRATIVE SKILLS

* + Maintaining and Documenting important files
  + Appointments
  + Taking Minutes of Meeting
  + Preparing reports
  + Organizing meetings

## COMMUNICATION SKILLS

* Correspondence
* Written/Verbal communication

|  |  |
| --- | --- |
| • | Customer service |
| **.** | Processing telephone calls |
| **PERSONAL CHARACTERISTICS** | |
|  | * Active Listening |
|  | * Sociable with pleasing personality |
|  | * Energetic |
|  | * Initiative |
|  | * Self-Motivated |
|  | * Maintaining Confidentiality |
|  | * Self Confidence |
| **PERSONAL DETAILS** |  |
| Date of Birth – 9th Aug 1996 | |
| Nationality - Indian | |
| Hobbies – Reading, Listening | |