**Sowmya**

[**Sowmya.46608@2freemail.com**](mailto:Sowmya.46608@2freemail.com)



**Career Objective**

To get a challenging and responsible position with growth opportunities, under a well growing management which can provide me the platform where I can improve my ability and build a bright career.

**DESIGNATION**

**JUNIOR ACCOUNTANT**

**WORKED COMPANIES**

**COMPANY NAME PERIOD**

**\***M/s. Lamprell, Sharjah August 2008 to November 2008

\* M/s. EuroPack Trading Est Ltd,

Bur-Dubai December 2015 to December 2016

\* M/s. Lakshmi Engg Products,

Coimbatore, India April 2006 to April 2007

**JOB RESPONSIBILITES**

* Invoice Verification.
* Data entry invoices to MS Excel.

* Processing supplier payments.
* Maintaining and updating book for petty cash fund.
* Preparation of LPO
* Bank transactions – Deposit of cheques, Supplier payments, etc.
* Bank reconciliation.
* Preparation of salary statement and issue of pay slip.
* Preparation of Customer statements and follow up for payment
* Prepare journal entries.
* Conduct physical verification of inventory.

**Educational Details**

**ACADEMIC/TECHINCAL QUALIFICATION**

* B-Com
* MBA HR (undergoing)

**Working knowledge**

* Tally (Accounting Software)
* MS Office – Word, Excel, etc.
* Experience in working with internet, E-mail.

**Other Activities**

* Member of National Service Scheme **Awarded First Prize in** **Carrom a**nd **Ball** Badminton in college level.
* Participated and presented a paper in National level Seminar **“EMERGING TRENDS** **IN HRD”** in Kovai Kalaimagal College of Arts and Science.
* Participated and presented a paper in Inter College Seminar **“COLLABORATIVE** **COMMERCE”** in Sri Krishna College of Arts And Science College.

I here by declare that the above information provided by me is correct to the best of my knowledge.