



## MISIRIYA BANU

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### SUMMARY

A detail oriented professional with knowledge of accounts possesses rich experience of 10+ years of experience in financial planning, analysis and accounting principal. Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes. Experienced in keeping the records of daily financial transactions maintaining all the essentials books, registers. Maintain the day to day accounts through computerized financial management leading to achievement of good results

### SKILLS

- Accounting and Bookkeeping
- Financial Planning & Reporting
- Payroll Administration
- Auditing
- Budget Preparation and Analysis
- Tax Preparation
- Account Reconciliation
- statutory Reporting
- Full-Cycle Accounting
- Module Preparation & Presentation
- Communication Skill
- Financial Management

### EXPERIENCE

#### ACCOUNTANT, 11/2012 - Current

##### **Samagra Shiksha Abhiyan, Thrissur, India**

- Maintenance of all necessary accounts books, registers and administrating the finalization reports monthly and yearly of all financial statement
- Monitoring cash flow and ensuring the fund are arranged in the most effective manner after projecting accurate cash forecast ensuring that there is no shortage in the cash in hand
- Managing payroll processing function involving computation of salaries, attendance, leave records and payment of EPF, GPF, KASEPF, SI, GIS, Medisep etc monthly
- preparing cash and fund flows statement, Statement of expenditure, receipts and payment, balance sheet, BRS, audit report and proper maintenance of settlements settling all the cheques/EPA with proper filing of bill, vouchers
- Preparation of quarterly TDS filing, returns and professional tax
- Conducting Audit directed by the authorities to all the government and aided schools which falls under the Block level
- Coordinating with the team for sending the MIS report to head office on daily, monthly basis and budget preparation report yearly basis
- Maintaining all accounts in Tally and pfms
- Conducting Seminars and capacity building classes to HM's and Principals to upgrade their Financial Knowledge technically and Manually

### EDUCATION AND TRAINING

ANNAMALAI UNIVERSITY, CHIDAMBARAM, 05/2010  
M.COM: BANKING INSURANCE MANAGEMENT

CDIT KERALA, 02/2010

DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT: TALLY ERP, MS

ANNAMALAI UNIVERSITY, CHIDAMBARAM, 05/2008  
B.COM: COST ACCOUNTS

BHARATHI MATRICULATION, COIMBATORE, 03/1998  
HIGHER SECONDARY : ACCOUNTANCY

### LANGUAGES

English: First Language

Tamil:

Malayalam: