



## REMYA RC

Finance cum Administrator

### ABOUT

Experienced professional in the field of Administration and customer service. Excellent communication and able to communicate effectively with customers for product related queries to sales that can help me to build my career along with company's growth.

### WORK EXPERIENCE

1. CUSTOMER SERVICE JUNIOR OFFICER.

INDEX EXCHANGE, UAE

(JULY 2019 - still working)

#### Achievements/Tasks

- Administer currencies, financial exchange activities, deposits as well as company and voucher payments. Prepare and manage guest accounts and take payments by cash, credit card and debit card.
- Buy or sell foreign currencies or value on the foreign exchange market on your own account or on behalf of a customer or institution in order to make a profit.
- Collate all the financial transactions done in the daily operations of Business and record them in their respective accounts.
- Keep track of and finalize all formal documents representing the financial transactions of a business or project.
- Give the customer or client information about financial products, the financial market, insurances, loans or other types of financial data.
- Perform administrative tasks such as filing, typing up reports and maintaining mail correspondence.
- Open / close branches as required and ensuring all tasks and checks are completed.
- Follow compliance procedures, company policies and abide by all health and safety guidelines as per company standards.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Provides support and information to customers, over the counter and by phone.
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.

### CONTACT

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### PROFESSIONAL SKILLS

Tally,

MS Word. MS Excel. MS Power Point.

### PERSONAL SKILLS

Reliable and professional  
Proficient communication skill  
Creative thinking  
Organized  
Time management

LANGUAGES

English-Fluent  
Malayalam-Native speaker  
Hindi- Fluent

Hobbies:

Movies & Music

2. JUNIOR ASSISTANT.

MANAPPURAM FINANCE TRIVANDRUM, KERALA

Achievements/Tasks

- Acquisition of new Customer and Explaining the various schemes and products to customers and fulfill the requirements of customer
- Supporting Management Accountants as required. Verify the customer KYC details.
- Daily inputting of sales & purchase invoices to the finance system.
- Identifying and promoting cost-reducing measures.
- Control of authorization and payment of purchase invoices
- General ledger maintenance & purchase & sales ledger data entry
- Updating & entering journals for sales revenue and other transactions.
- Processing of sales invoices, expense & credit card claims.
- Reconciliation of sales ledger accounts.
- Maintenance of old debt accounts.
- Filing, archiving & photocopying of invoices, statements and correspondence.
- Making sure that the day-to-day office tasks are done properly.

PROJECTS

- Micro Finance ( MBA)
- Enhancing Employee performance Through Monetary Incentives.(B.Com)

CIRTIFICATIONS

Practical Accounting Center

- Tally
- Peachtree
- Quickbooks.

