

DEVIKA PG

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Thodupuzha,Idukki,Kerala

ACCOUNTANT

Dedicated and detail-oriented accountant with 5 years of experience in financial management, budgeting, and financial reporting. Adept at analyzing complex financial data, ensuring accuracy, and implementing efficient accounting processes. Proven track record of implementing cost-saving measures and enhancing overall financial performance. Strong analytical and problem-solving skills, with a commitment to maintaining high standards of precision and integrity. Seeking to contribute expertise to a dynamic organization in a challenging accounting role.

KEY COMPETENCIES

Tally ERP9	TDS	Budgeting and forecasting
MS Excel	Communication skills	Proactive and self-motivated
MS Word	Payroll Administration	Financial Reporting

PROFESSIONAL EXPERIENCE

VJM Globaltree Pvt Ltd,Pala,Kottayam (A Branch of Worktree Solutions,UK)

May 2021 - Present

Accountant

Payroll making,Documentation.Providing financial information to management by researching and analyzing accounting data;Preparing Profit and Loss account; Maintain all relevant documents and files for the finance department

Accountant

September 2018-February 2021

Oxfam India,Thiruvalla,Kolkata,Assam

Prepare TDS entries and prepare payments by verifying documentation and request for disbursement.Resposible for timely disbursement (Cash and Bank) of grant and admin expenses in consultation with higher finance officer and maintain cash and bank book as per procedure.Responsible for maintaining regular books of accounts and thereby providing management information to the programme manager/Programme coordinators as required.Manage information filling and retrieval system for internal external documents and ensure a common approach to information management system in the core office.Preperation of budgets,Authorization of payments,Maintanace of cash and bank books.Preparation of monthly accounting returns.Production of timely management Information.Security of cash,Stockand capital assets.Purchasing and stock systems.Monitoring budgets.Prepared Conditional and unconditional Cash Transfer to the vulnerable Families.

EDUCATION & CERTIFICATIONS

Bachelor of Commerce

Computer Application
MG University

Higher Secondary

SAHSS Karimkunnam

HighSchool

SAHSS Karimkunnam

LANGUAGES

English
Malayalam
Hindi
Tamil

REFERENCE

Somen das Gupta - Oxfam India,Kolkata
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