

Pooja J

Accounts Executive



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EDUCATION

2017

Amrita School of Arts and Sciences,
Kochi

Bachelor of Commerce

SGPA: 7.66/10.0

2014

Kendriya Vidyalaya
Ernakulam

12th

Percentage: 68.80

2012

Kendriya Vidyalaya
Ernakulam

10th

Percentage: 85.50

LANGUAGES

➤ MALAYALAM

➤ ENGLISH

➤ HINDI

➤ KONKANI

CAREER OBJECTIVE

Accurate and detail-oriented finance professional with experience in working in a multinational NVOCC. Skilled at managing accounts payable, maintaining all accounting records and files, effective communicator with great analytical skills and excellent teamwork abilities. I am presently seeking a job in finance and accounting with opportunity for long term growth.

PROFESSIONAL EXPERIENCE

Feb 2019 – Jun 2020

Accounts Executive

Dolphin Line Shipping LLC (Majestic Maritime Private Limited)

- Consolidated monthly loading summary of geo diverse branches of company which contains details of daily shipments.
- Verified income and expenditure of multiple locations by cross referencing the statement of accounts and its supporting documents.
- Validation and verification of slot invoices against company rates.

Key Skills: VLOOKUP, PivotTable

SOFT SKILLS

- Confident in taking personal responsibility in day-to-day activities and administration tasks as delegated.
- A friendly and co-operative nature which make others feel comfortable during my communication.
- Excellent organizational and time management skills with attention to detail.
- Quick learner with a can-do attitude and willingness to learn new things.

HARD SKILLS

- Tally ERP 9
- Microsoft Office (Excel, Word, Power Point)
- SOA validation
- Invoice verification

CERTIFICATIONS

Diploma in Computerised Financial Accounting