

Name: **Sandhya U S**

Address: 'Vishwabhavan',
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Thiruvananthapuram-695032.
Kerala.

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PERSONAL DETAILS

Father's name	:	Sanil Kumar C
Date of birth	:	23/03/1982
Sex	:	Female
Religion & caste	:	Hindu/Viswakarma
Marital status	:	Married
Name of Souse	:	Anil Kumar V
Nationality	:	Indian

OBJECTIVE

I will contribute my zeal of working with commitment, honesty & sincerity to achieve the organizational goal and to grow with the organization working for.

COMPUTER SKILLS

Junior Entry Level Programming Course from Rajiv Gandhi Centre
Ms Office (Word, Excel, Access, Power Point) & Internet
Accounting Software: - Tally ERP 9

EDUCATION QUALIFICATION

Matriculation from Kerala State Examination Board

Bachelor of Commerce (Taxation law & Practice)

WORK EXPERINCE

1. Worked as an accountant in Chemmanur Opticals – 2007 Oct – 2010 Nov

2. Worked as an accountant in Living Longer Life Care Pvt. Ltd. –

Dec 2010 – Apr 2019

NATURE OF WORK

Prepare & finalize VAT Returns, CST, Service Tax & TDS Return

Bank Reconciliation & ledger Account Reconciliation

Making outstanding detail & follow- up.

Maintain Inventory Record on Computer.

Entries of cash Book, Sales Bills & Purchase Bills etc.

Making Cheques for parties.

Maintain Ledger for Sales, purchase.

Making Vouchers & Entries in Computer.

Cash Reconciliation Statement I.e. Inward & Outward Statement.

Stock Reconciliation Statement.

Branch Transfer of Stock.

Vender Reconciliation Statement.

Client Reconciliation Statement.

General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.

Client & Vender Interaction & making follow-up for Payments.

Handling day to day Accounts in ERP.

Petty Cash Management & Cash book Reconciliation.

Making Reports as per Management Requirement.

Follow Up with Local Bank for Banking Transaction.

Works as Bridge with HO and Branch.

Handling Sale Tax Work along with company chartered Accountant.

MY STRENGTHENS

- Good communication skills
- Patience
- Confident punctual and sincere

LANGUAGES KNOWN

- English (speak, Read, Write)
- Hindi (speak, Read, Write)
- Malayalam (Speak, Read, Write)

DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date :

Sandhya U S