

CURRICULUM VITAE

RADHIKA. P

T.C.No.19/931, Radhika Nilayam ,

TRWA -20, Thamalam, Poojappura P.O

Thiruvananthapuram – 695012.

Kerala, India.

E-mail ID : radhikap1371@gmail.com

Mobile No: 9349336361 / 9495656361.

PROFESSIONAL EXPERIENCE 26 Years .

Joined with M/s.Deepa Enterprises (liaison agent for heavy duty electrical equipments for South Kerala) as an Accountant

Responsibilities include preparing of Day Book, Cash book, Ledger, Purchase Register, Sales Register, Creditors Ledger, Debtors Ledger, cheque inward and outward register, Credit Notes and Debit Notes, Vouchers, monthly and annual turnover statements for sales (i.e. Form 9), issuing cheques and handling day to day cash transactions, issuing of 'C forms against purchase, collecting of 'Form 18', 'C forms' and 'Form D' against Sales and also preparing of Monthly Income Statements, Preparing of salary statements,

MAIN PRINCIPAL COMPANIES

Meltron Semi conductors Ltd, Greaves Semiconductors Ltd, Automatic Electric Limited, G.R. Power Switch Gear Ltd ,CSD Instruments Ltd ,Asea Brown Bouerie Ltd ,John Fowler Indian Ltd ,Indian Transformers Company Ltd , Havells India Ltd, TTL Ltd.

Joined as a Senior Accountant with Muthoot MRI –CT SCAN & Research Centre, Trivandrum (A division of Muthoot Health Care)

Worked as an Accountant with Sree **Uthradom Thirunal Super Speciality Hospital, Pattom, Trivandrum** (in Accounts department)

Worked as an Accountant with **P.A.AZIZ COLLEGE OF ENGINEERING, TRIVANDRUM**

Worked as an **Officer – Finance & Administration** in **Salaams Kailas, Trivandrum. (Salaams Holding Group, Saudi Arabia)**

Having experience in doing online Income Tax e filing , GST filing works.

Presently working as a Senior Accountant cum Auditor for a leading Resort.

EDUCATIONAL QUALIFICATION

<u>EXAMINATION</u>	<u>BOARD / UNIVERSITY</u>	<u>YEAR OF PASSING</u>
1. SSLC	BOARD OF PUBLIC EXAMINATIONS	1986 MARCH
2. Pre-Degree	Kerala University	1988 April
3. B.Com Degree	Kerala University	1991 April
4. M.Com	Kerala University	Course Completed
5. Typewriting (English-Lower)	Board of Tech.Exam.	1989August

COMPUTER PROFICIENCY

Operating System : Windows 95/98/X , M.S. Office
Word and Excel

Software Packages : Tally 9 and other ERP Accounting softwares

PERSONAL DETAILS

Date of birth : 13th April 1971

Nationality : Indian

Marital status : Married

Languages Known : English, Malayalam, Tamil, Hindi

REFERENCE

Mrs.Leela Neelakanta Iyer,
Swathy,Vazhuthacaud,Trivandrum.
Tel: 0471-2328064

DECLARATION

I hereby declare that the details given above are true to the best of my knowledge and belief

Thiruvananthapuram.

RADHIKA.P