



Sreelakshmi S

To work in a progressive and challenging position with a pleasant working environment, which will allow me to continue practicing and expanding my skills and knowledge. I am willing to accept a position in an exciting new field that I have not yet had the opportunity to work in. I am also eager to contribute the best of my ability, creativity and hard work towards the success and growth of the company.

Address

OCR Complex, Qtr No. 111/1.
Trivikramangalam, Poojappura
P.O 695012
Trivandrum, Kerala.

PROFESSIONAL EXPERIENCE

(7 YEARS & 3 MONTHS)

Integrated Child Protection (*Nov 2019 to May 2020*) Scheme-ICPS

Poojappura, Trivandrum, Kerala

Accountant

Working as accountant in Integrated Child Protection Scheme dealing with fund allocation, salary, day to day expenses of child related institutions.

Duties & Responsibilities :

- Allocation of Grant-In-Aid to child related Institutions.
- Providing Salary to District office Staffs
- Preparation of yearly Financial proposals
- Granting day to day expenses to Govt. Childrens Homes

Jothydev's Diabetes & (*June 2019 to Nov 2019*) Research Center

Mudavanmugal, Trivandrum, Kerala

Pharmacy Finance Manager

Worked as finance manager in Pharmacy dealing with all sales and purchases of medicines related to Pharmacy.

Duties & Responsibilities :

- New pharmacy software installation (Pharmsoft & Pharm Assist)
- Computer/software knowledge in Pharmsoft & Pharm Assist
- Training to Pharmacy team regarding billing
- Checking bulk purchases and purchase bill entry
- Warehouse Maintenance
- Preparation of financial reports to Authorities
- Clearing the doubts of team in other branches
- Handling the pharmacy activities of 3 branches.
- Communication with customers regarding price of medicines

Sree Bhadra Electricals & (*Dec 2017 to Mar 2019*) Communications

Haripad, Alleppey, Kerala

Accounts & Administration

Worked in accounts, administration and sales in this firm.

Duties & Responsibilities :

- Accounting of sales and purchase of items
 - Ordering of new stock and its checking
 - preparing list of credit customers
 - Communicate with credit customers for payment
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5M GLOBAL LLC (Dec 2014 to Mar 2017)

Dubai, UAE

<http://www.5mglobal.com/>

Administration Head & Accounts

Worked as Administration Head cum Accounts dealing with all the administration and accounts related works in the office (MNC headquartered in UAE).

Duties and Responsibilities :

- Client Invoices preparation
- Accounts Receivable (AR) report generation
- Payment collection
- Accounts Payable (AP) report and agent Payment
- Other payments (Operations)
- Staff salary (Wage Protection System)
- Bank transactions
- Petty cash maintenance
- Audit report (Annual)

Administrative :

- Courier sending, Tracking, receipt confirmation.
 - Office maintenance
 - Office purchases
 - New employee selection
 - Customer calls handling
 - MIS Report preparations
 - Tracking of products and its certifications
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EXL SERVICE (Sep 2012 to Oct 2014) *Info Park, Kochi, Kerala*

<https://www.exlservice.com/>

Finance Associate

Worked in Accounts Receivables (AR) department of finance sector dealing with U.S accounts of a major MNC. SAP C11 was the ERP used for processing. Provided the team as well as client with maximum support and delivering work on time.

Duties and Responsibilities :

- **Cash application process**-Applying cash in customer account for the invoices they are making payments.

PERSONAL DETAILS

Date Of Birth: 07th Mar, 1990

Nationality : Indian

Gender : Female

Marital Status : Married

Languages : English, Hindi, Malayalam

Mobile : +91 7994505032

Email: lakshmisnair1990@gmail.com

- **Recoding Process**-Checking and Correcting the application done by preprocessor(automated software).
- **Maintaining Reports**-Prepares and updates daily work in Excel files (ARS, LM,EOD)
- **Training to new resources**-Gives training to new resources and allocation of works to them properly.
- **Part of training team for the whole team**-Quarterly training will be conducted for the team due to special interest of Clients.
- **Calls with clients**-Weekly calls and frequent interactions were conducted with clients regarding process updates, challenges and improvements.
- **Documentation**-Process notes will be prepared and updated every week.
- **Correspondence Mails**-Providing information to the client as per their requirements through mail correspondence.

EDUCATIONAL QUALIFICATION

- **Master of Commerce (M.Com)** **2012**

Mahatma Gandhi University, India.

- **Bachelor of Commerce (B.Com)** **2010**

Mahatma Gandhi University, India

TECHNICAL QUALIFICATION

- NSE's Certificate for Financial Markets(NCFM)-Dealers Module
- Order to Cash beginner's level course.
- Completed computerized accounting which includes ERP's such as Tally, Visual Basics, MS Access
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COMPUTER KNOWLEDGE

- Proficiency in MS Office (Excel, Power point, Word)
- Tally 9 ERP.
- SAP C11 ERP
- Clearbooks and other cloud accounting softwares

ACHIEVEMENTS

- Awarded with Going The Extra Mile from EXL service.
- Participated in Future Champions League (FCL) in EXL service.
- Best outgoing student in Plus Two with top marks.
- Part of a team in organizing a National Seminar on “Critical Appraisal of Tax Reforms in the Context of GST”.
- Volunteered in the Programme Committee for "eclat '10' South India Intercollegiate management meet" held at Marian College, Kerala, India
- Participated in National seminar on Entrepreneurship Meet in association with Technopark-TBI.
- Co-ordinated and organized an exhibition for Higher Secondary students on Business Cycle.

PERSONAL ATTRIBUTES

- Ability to integrate the work and to coordinate well in a team and developed the ability of leadership when situation demands.
- Time management skills.
- Innovative, quick learner and committed to continuous self-improvement.
- Ability to motivate others.
- Developed the training skills to convey ideas even to larger crowd.

COMMUNICATION SKILLS

Excellent Verbal communication both in person and over the phone, can confidently speak to group of people fluently.

PROFESSIONAL REFERENCES

Available upon request