

Resume

Athira.L

Uthirattathi - Thuravoor – Perukavu .P.O - Trivandrum 695573-Kerala-India—Mob # 91-9495141642

Summary

To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis.

Highlights

- Financial Modeling
- Variance Analysis
- Financial Reporting Expert
- Call reporting Proficiency
- Data Analysis
- Managerial Financial Reports

Experience:

1) Accounts and Administrative Officer

May 2012 to December 2012

M/s. Enhancement training and Development.

- Report to Finance Manager
- Day to day banking work like NEFT, RTGS
- Preparation of various ledgers, journals, registers and other fiscal records.
- Voucher preparations, book keepings, etc. Day to day banking work.
- Invoicing and other accounting related work.
- Assisting with the completion of tax audit engagements.
- Make monthly Profitability of Analysis.
- Monthly calculate cost of products.
- Prepare monthly analysis expenses and costing.
- Correspondence with suppliers and customers

2) Financial Analyst

January 2013 to April 2015

EY-Trivandrum

Worked as part of a team within a fast-paced environment in the financial services industry dealing with clients, analysts and schedules.

- Responsible for developing financial forecasts and generating internal management reports.
 - Researching and analyzing financial information relating to specific companies.
 - Writing reports with regards to clients and their service history.
 - Coordinating and consolidating of annual business plans.
 - Coordinating meetings between Analysts and clients.
 - Providing phone coverage by screening calls, responding to enquiries.
 - Providing analytical perspectives to important strategic decisions.
 - Conducting financial reviews of business issues like deal analysis etc
 - Creating reports to help business teams across the region manage their spend.
 - Making presentations and recommendations as to which funds should be included in portfolios.
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3) Accountant

August 2018 to Till

Biowel Incorporation-Trivandrum

- Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters.
 - Ensure efficient running of the accounting and finance department. Plan and control of overhead expenditures and financial results established long term objectives.
 - Manage the accounting system including accounts payable, accounts receivable, general ledger, project costing, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results.
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Educational Qualifications:-

Qualifications	Institute	Year of Passing	Score - %
B Com	Kerala University	2010	70%
MBA - Finance & HR	Kerala University	2012	71%

Computer Proficiency:-

- Experienced in MS Office products for Office Documentations.
- Experienced in Internet & Email/Outlook.
- Experienced in Tally Accounting Software
- Experienced in Operating System in Microsoft Windows & XP

PERSONAL INFORMATION

Gender	:	Female
Date of birth	:	06.07.1990
Age	:	28 Years
Nationality	:	Indian
Mother Tongue	:	Malayalam
Marital status	:	Married
Husband Name	:	Vipin Kumar
Email	:	athirahemachandran@gmail.com
Languages Know	:	English, Malayalam, Hindi & Tamil
Expecting Salary	:	Negotiable
Preferred Location	:	Trivandrum
Notice Period	:	Immediate

Declaration:-

I do hereby declare that the above mentioned details are true to the best of my knowledge & belief.

Athira.L
S/d

Date: 15.12.2020
