

# SANGEETHA SHAMKUMAR

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Kamaleshwaram,Manacaud(PO)Trivandrum-695009



## CAREER OBJECTIVE: -

To acquire a challenging position in an organization where I can use my knowledge and skills to work for excellence in work and achieve great heights in the organization.

## ACADEMIC PROFILE: -

COURSE	INSTITUTION	UNIVERSITY/ BOARD
<b>B. Com</b> <b>(Bachelor of Commerce)</b>	All Saints Collage, Trivandrum, Kerala	Kerala University
<b>HSC</b>	St. Antony's Higher Secondary School, Valiyathura, Trivandrum, Kerala, India.	Board of Higher Secondary Examination, Kerala
<b>SSLC</b>	Govt. Central High School, East Fort, Trivandrum, Kerala,	General Education Department of Kerala



## SOFTWARE PROFICIENCY: -

Operating System : Windows 10/ 8/7/Xp

Billing Software : TallyERP

9 Professional Software : MS office



## WORK EXPERIENCE: -

- **Accountant / Admin Manager, 2018 to Present**  
**LAMEK INTERIORS**, Kovilambakkam, Chennai.
- **Accountant / Admin Manager, 2014 - 2018**  
**SPINDRAFT**", Coimbatore, Tamilnadu.
- **Junior Accountant / Front office Executive, 2007-2013**  
**"VRM ENTERPRISES"** at Trivandrum, Kerala.

## ❖ DUTIES AND RESPONSIBILITIES

- Reconciled account balances: Accounts Receivable, Accounts Payable, and Cash Accounts.
- Prepared the necessary financial reports: Cash Flow, Income Statement, Cash Disbursement, and Summary of Receivables/ Payables.
- Prepares projected monthly statements for various departments; the statements include cash flow statement, cash disbursement statement, and income statement.
- Organizes and manages all documents such as invoices, official receipts, statements of accounts.
- Prepares payroll; manages employee master file which is submitted to the depository bank every 7th of the month.
- Keeps track of the company's current and savings accounts.
- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Gst and Tds filling

## PERSONAL DETAILS:

- a) Father's Name : Shamkumar S
- b) Date of Birth : 28/ August/1986
- c) Gender : Female
- d) Nationality : Indian
- e) Languages Known : English, Malayalam & Tamil

## DECLARATION: -

I hereby declare that all the information furnished is true to the best of my knowledge and belief. Eagerly looking forward to an opportunity to meet up with you to discuss my qualifications in greater detail.

**PLACE: TRIVANDRUM**

**SIGNATURE**

**DATE:**

**(Sangeetha Shamkumar)**

