

SANDRA K.S

Kizhakkeparambil House, Thelampatta,
Moolankave P.O Kuppadi, Wayanad.
Pin: 673592

Mob: 8606362996

Email: sandraksmkv1997@gmail.com



SKILLS

Accounting.
Corporate Finance.
Auditing.
Management Accounting.
Financial Accounting.

EDUCATION

- ✧ **Pursuing, Association of Chartered Certified Accountants (A.C.C.A)-** Four Paper Completed. in Lakshya C.A Campus, Cochin.
- ✧ **B.Com In Cooperation** - 70% Marks from S.N.D.P Yogam Arts and Science College, Pulpally in 2018. (Under University of Calicut)
- ✧ **Plus Two in Commerce** - 80% Marks from The Green Hills Public School, Moolankave in 2015.
- ✧ **S.S.L.C** - 89% Marks from The Green Hills Public School, Moolankave, in 2013. (in CBSE Syllabus)

COMPUTER PROFICIENCY

Quickbook ●●●●
Power Point ●●●●
Tally ERP ●●●●
Excel 2016 ●●●●

LANGUAGES

English ●●●●
Malayalam ●●●●
Tamil ●●●●

PERSONAL DETAILS

Date of Birth
9th, February 1997
Gender
Female
Marital Status
Single
Father's Name
Satheesan K.D
Nationality
Indian

PROFILE • ABOUT ME

A Keen and responsible accounting professional within compiling and analyzing financial information including monthly and annual accounts and also ensuring financial records are maintained in compliance with accepted policies and procedures. I am looking for an Accounting position where I can consistently and effectively deliver accounting services that will enhance the company's purpose and profitability.

CAREER HIGHLIGHTS

Developing and implementing financial systems and controls. Facilitation of internal and external auditing procedures knowledge of principles and practices of financial record keeping conducting audits and performing accounting functions. Knowledge of accounting principles to ensure accuracy of financial statements and implement adequate internal controls to safeguard departmental assets.

EXPERIENCE

Finance Executive - Trainee

- From February 2020

HTIC Global, 14th floor, Transasia Cyber Park Tower 2, Infopark Phase 2, Kakkanad, Kerala.

ROLES AND RESPONSIBILITY

- Posts customer payments by recording cash, checks, and credit card transactions.
- Managing records and receipts and Processing invoices.
- Reconciling daily, monthly and yearly transactions.
- Providing customer service to clients. Ensuring timely collection of payments. Negotiate with clients in non-payment cases and answer calls from the clients.
- Updates receivables by totaling unpaid invoices. Generating invoice and account statements.
- Summarizes receivables by maintaining invoice accounts coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Performing account reconciliation and Maintaining the billing system. Coordinate with Audit team for quarterly Auditing.
- Maintaining accounts receivable files and records and maintain complete day to day accounting procedures.
- Producing monthly financial and management reports. Assisting in general financial management and analysis.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data. Preparing bills receivable, invoices and bank deposits. Maintain Bank reconciliation statement. Preparing SOA statements.
- Managing the basic accounting of all the companies transactions, Performing basic tax related duties such as GST and Filing of monthly and Annual returns. Working experience in Odoo software.

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Faithfully
Sandra K.S