

## RESUME

Sunila Ajesh

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### **Career Objective:**

Seeking a challenging career, which offer exposure to best practise in a competitive and professional environment.

### **Professional experience**

Total 6 years of experience. Not only in accounts field also administrative and client services too.

- ☐ Worked as accountant cum co-ordinator at somatheeram  
Institute of hotel management uloor- Trivandrum March2009-  
december 2011.
- ☐ Worked as Accountant cum administrator at chameleon  
creation sasthanamangalam- Trivandrum 2014 –January  
2019
- . Working as Accountant cum Office Admin at Astride  
Builders and develepor PVT LTD January 2019 till date.

### **Educational Qualification**

- ☐ B.com with computer application from Al-Azhar college  
Thodupuzha( Mahatma Gandhi University, Kottayam-2008)

- ☐ Higher secondary Education(Plus Two- Commerce) From  
Madhava Vilasom Heigher Secondary School, Thundathil  
Trivandrum-2005
- ☐ SSLC from Cordova English medium heigher Secondary School  
Ambalathara, Trivandrum-2003

### **Computer Proficiency**

MS- Office : MS –Excel, Word

Accounting Package: Tally ERP-9

### **Job Profile at Somatheeram Institute of Hotel management**

- ☐ Responsible for General Accounting & updating entries in Tally.
- ☐ Responsible for Accounts receivable and Accounts Payable.
- ☐ Preparation Of salary statements
- ☐ Preparation of Bank reconciliation statement.
- ☐ Responsible for administration activities.
- ☐ Preparation & maintainace of statutory books of accounts and  
reconciliation statement.
- ☐ Co-ordinating with Students and teachers
- ☐ Providing counselling on admission time.
- ☐ Responsible For handling petty cash.

### **Job Profile at Chameleon Creation, sasthanamangalam**

- ☐ Responsible for General Accounting & updating entries in Tally ERP 9.
- ☐ Responsible for Accounts receivable and Accounts Payable.
- ☐ Follow up creditors and debtors for payments.
- ☐ Responsible for administration and HR activities.
- ☐ Responsible For client service.
- ☐ Preparing monthly statements.
- ☐ Preparing Invoices, Purchase Order.
- ☐ Preparing Quotations.
- ☐ Acting as a Link between Clients and Vendors.
- ☐ Preparing GST filing

### **Personal details**

Date of Birth : 22-7-1986

Nationality : Indian

Religion : Christian

Sex : Female

Marital status : married

Spouse Name: : Ajesh Krishna Moorthy

Address : U234, Vasantham, cheruvally lane,  
Kazhirampara PO, Trivandrum.

Hobbies : Listening music, cooking, travelling.

Languages known : English, Malayalam.

Place: Trivandrum

Date:

