

REVATHY R RAM

CONTACT

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9446056762 , 8075466637

Saranga PNRA D21B , SreeKrishna Lane, Kowdiar , Trivandrum PO. 695003

SKILLS

• Microsoft office • Tally ERP • Analytical and problem solving • Communication and Interpersonal skills • Data analytics • Team working ability • Organisational skills and ability to manage deadlines

LANGUAGE

Read, Speak - Malayalam

Read, Write , Speak - Hindi

Read, Write , Speak - English

INTERESTS

Cooking

Reading

Creative Art works

Solving Sudoku puzzles

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Kerala Transport Development and Finance Corporation

30.10.2015 - 27.10.2018

Accounts Trainee

1. Prepared monthly Financial Accounts such as Bank Reconciliation.
2. Monthly clearing of Suspense Account Responsible for developing and updating Excel spreadsheets.
3. Calculated yearly Arrear and Penal Interest of Tenants.
4. Monthly Receipts recording.
5. Monthly Invoice Generating.

VR Assurance MDM Pvt Ltd

19.12.2018 - 30.12.2019

Senior Accounts Executive

1. Preparing and Maintaining of various accounts like Purchase account, Sales account, Journal account, Stock account, Receipt and Payment account, Balance account, etc.
2. Recording transactions in daily basis in Tally ERP 9, maintaining books of accounts, and assign entries to proper accounts.
3. Checking the accuracy of invoices and payroll transactions preparing and analyzing accounting records and financial statements reports.
4. Giving full attention to preparation of monthly financial reports, daily collection reports, monthly overall due status, monthly petty cash expenditure, refunds statements.
5. Keeping a record to every invoice like payments purchasing material invoices, sales invoices etc .
6. Performing day-to-day administrative tasks such as maintaining and preparation various account like purchase account, sales account, stock account, receipt & payment accounts.
7. Good knowledge of administrative and clerical procedures and systems such as word processing, managing files, designing forms and other office procedures.

EDUCATION

University of Kerala

2015

Mcom

University of Kerala

2012

Bcom

Govt. GHSS Pattom

2009

Higher Secondary School

Cotton Hill Govt. GHSS

2007

Secondary School Education

PERSONAL STRENGTHS

Punctual, Co-operative, Leadership quality, Mainting work ethics, QuickL
Learner , Hardworking

REFERENCE

Mrs. Reji John - "VR Assurance MDM Pvt Ltd"

Assistant Manager Finance

9747966808

DECLARATION

I hereby declare that the above mentioned details are best of my
knowledge and belief.