

RESUME



SAPNA S

E-MAIL:

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ADDRESS

TC:64/106 PRIYADHRESHINI
NAGER, PEYAD
TRIVANDRUM

MOBILE NUMBER:

9947659085, 7012163564

PERSONAL DETAILS:

DOB : 04-03-1995
RELIGION: CHRISTIAN
NATIONALITY: INDIAN
STATUS: FEMALE/MARRIED

PASSPORT DETAILS

PASSPORT NO: T2046553

DATE OF ISSUE:

07/05/2019

DATE OF EXPIRY:

06/05/2029

PLACE OF ISSUE

Thiruvananthapuram

SKILLS

- Quick Learner
- Time Management
- Communication skill
- Hard work
- Computer knowledge

EDUCATIONAL QUALIFICATION

COURSE	SCHOOL/COLLEGE	PERCENTAGE
SSLC	GGHSS COTTONHILL	75%
PLUSTWO	GGHSS COTTONHILL	75%
BCOM	NSS, NEERAMANKARA	70%
HDCM	ICM, POOJAPURA	80%
MCOM	KERALA UNIVERSITY	70%

OTHER SKILL

COURSE	INSTITUTE	GRADE
DCFM	C-DIT	A
TALLY	HRMD	A

WORK EXPERIENCE

DESIGNATION	BACK OFFICE STAFF
DURATION	NOVEMBER 2016-MARCH 2017
COMPANY	HDFC

Duties

- Prepare Daily Report
- Attending phone calls
- Sending Mails
- Leading filed Executives
- Data Entries
- Dealing clients

DESIGNATION	ACCOUNTANT EXECUTIVE
DURATION	SEPTEMBER 2017-NOVEMBER 2018
COMPANY	HK ASSOCIATES

Duties

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Updated GST & TDS
- Updated Bank reconciliation
- E-filing

DESIGNATION	JUNIOR ACCOUNTANT
DURATION	JULY 2019-AUG 2020
COMPANY	ASS PVT LTD

Duties

- Provides financial status information by preparing special reports; completing special projects.
- Corrects errors by posting adjusting journal entries.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analysing and reconciling retain age and accounts payable ledgers; preparing fixed asset depreciation and accruals.

Key Responsibilities Handled

- ❖ PREPARING ACCOUNTS AND TAX RETURNS
- ❖ ADMINISTERING PAYROLLS AND CONTROLLING INCOME AND EXPENDITURE
- ❖ AUDITING FINANCIAL INFORMATION
- ❖ COMPILING AND PRESENTING REPORTS, BUDGETS, BUSINESS PLANS, COMMENTARIES AND FINANCIAL STATEMENTS
- ❖ ANALYSING ACCOUNTS AND BUSINESS PLANS
- ❖ PROVIDING TAX PLANNING SERVICES WITH REFERENCE TO CURRENT LEGISLATION
- ❖ FINANCIAL FORECASTING AND RISK ANALYSIS
- ❖ DEALING WITH INSOLVENCY CASES
- ❖ NEGOTIATING THE TERMS OF BUSINESS DEALS AND MOVES WITH CLIENTS AND ASSOCIATED ORGANIZATIONS
- ❖ MEETING AND INTERVIEWING CLIENTS
- ❖ MANAGING COLLEAGUES, WORKLOADS AND DEADLINES.

DECLARATION

I SAPNA S HEREBY DECLARE THAT THE PARTICULARS FURNISHED BY ME ABOVE ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE:TRIVANDRUM
DATE:

SAPNA S