

# SANDRA K.S

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

**Mob: 8606362996**

**Email: sandraksmkv1997@gmail.com**



## 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 OBJECTIVES

Looking to assist an accounting firm with financial transactions in their business. Bringing accounting experience of auditing documents, maintaining procedures and policies, adjusting journal entries and preparing tax returns. Seeking to grow my abilities as a top accountant at this stage in my career growth.

## EXPERIENCE

Finance Executive - Trainee	- From February 2020 - To June 2020
HTIC Global, 14th floor, Transasia Cyber Park Tower2, Infopark Phase2, Kakkanad, Kerala.	
Accountant	- From September 2018 - To February 2020
Mekkadans Wedding Center, Main Road Sulthan Bathery, Wayanad Kerala.	

## ROLES AND RESPONSIBILITY

- Managed the basic accounting of all of the company transactions using Acro-Tex software and enter the posting of Purchase, Sales, Payment, Receipt Collection, and Journal Voucher. Accurate recording of all cash activity daily.
- Prepare day to day cash and bank transactions, handling petty Cashbook. Counting and balancing petty cash at the end of each month.
- Compile, analyze, and prepare financial records monitoring company expenses. Preparing journal entries complete with the documentation for all transactions.
- Assisting in annual and monthly budget preparations. Investigating any accounting discrepancies. Reporting on any outstanding invoices.
- Responsible for invoice settlement and managing the basic bookkeeping work. Prepare reports on accounts payable and accounts receivable. Preparing tax invoices, vouchers, and agency payments. Identifying accounts that are likely to become bad debts.
- General A/c related work such as preparation of vouchers, record Keeping, and accounting transactions. Generating Sales Invoices Entries of cash Book, Sales Bills & Purchase Bills, etc. Maintain Ledger for Sales, purchase. Cash Handling & Preparation of Day Book.
- Preparing stock reports, manufacturing accounts. Perform inventory-related tasks for monthly accounting close Strong understanding of inventory in a retail environment Maintain Inventory Record on Computer.
- Knowledge of Tally Software to final the account right from the initial stage. Maintain day to day books of Accounts
- Hands-on experience on Odoo software. Managing all receivables account.

## SKILLS

Accounting.  
Corporate Finance.  
Auditing.  
Management Accounting.  
Financial Accounting.  
Book Keeping.

## EDUCATION

- ✦ **Pursuing, Excel, Tally and GST** in Avodha Educational Institution Carnival Infopark, Cochin.
- ✦ **Pursuing, Association of Chartered Certified Accountants (A.C.C.A.)**- Five 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.s (in CBSE Syllabus)

## COMPUTER PROFICIENCY

Tally ERP 9 ●●●●●  
Power Point ●●●●●  
Word 2016 ●●●●●  
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

- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors. Reconciling cash advances every month.
- Performing basic tax-related duties. Preparation GST Return and filling return on monthly and having good knowledge of GST, Sale tax Return, All Sale tax office related works.
- Calculated the salary of the staff using ESSL punching software.
- Facilitated staff salary by monitoring their leave records and daily attendance organized monthly salary transfer instruction monitoring its confidentiality and taking approval from chief Manage payroll, keeping track of employee hours, overtime, and pay rates, entering information into spreadsheets, and creating reports for management. Tracked employee absences and created reports of this information.
- Calculate Wages & Salary of workers, Deduct PF, Advance, Maintain Muster Roll or wages register.
- Contact and interact with clients who have failed to make payments, providing reminders, and maintaining client relationships. Answer client inquiries and dispense advanced information about financing options accurately and quickly.
- Prepare, analyze, and report weekly, monthly, quarterly gross margin analysis by brand by customer type. Preparation of Cheques & Payments Vouchers.

### **DECLARATION**

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

Yours Faithfully  
**Sandra K.S**