

Preethi Indira Devi

Finance Executive



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To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

Skills	Professtional Experiene
<ul style="list-style-type: none">▶ Organization & Analytical Skills▶ Interpersonal Communication▶ Time Management▶ Adaptability and flexibility	Accountant (1 year) at M/s Rockfort trading Co. LLC, Dubai <u>Responsibilities</u> <ul style="list-style-type: none">▶ Managing Receipts, Payments & Petty Cash.▶ Reconciliation of Bank Accounts.▶ Preparation of outstanding statements to customers, payrolls to staffs etc.▶ Preparation of delivery notes and invoices.▶ Preparing payment reminder Letters to customers.▶ Recording of entries in Tally.ERP 9
Education	Accountant (6 months) at M/S Decol Debt Collections LLC <u>Responsibilities</u> <ul style="list-style-type: none">▶ Preparing of invoices and collecting payments from local and international Clients.▶ Preparation of Outstanding statements to customers, payrolls to staffs etc.▶ Reconciliation of Bank Accounts, ₹ Sending telegraphic transfer to clients etc.▶ Responsible for General Administration
Languages Known	Auditing Executive (1 year) in M/s Krishnamani & Co, India
Personal Details	Projects Undertaken & Industry Exposure <ul style="list-style-type: none">▪ Balance sheet analysis of Syndicate Bank, India▪ Visits to Cochin Stock Exchange & Hindustan Machine Tools as a part of Management Studies.
MBA (Finance & Marketing) from University of Kerala	
Bachelor of Commerce from University of kerala	
Diploma in Computerized Financial Accounting	
Certificate Course in Tally ERP Ver 9.0	
Nationality : Indian	
Date of Birth : 16/05/1982	