

DEVAGEETHAM,VADASSERIKONAM.PO
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CHITHUMOLSUDEVAN

Summary of Qualifications

- Over 8years of experience in Accounting and Auditing position.
- Strong background in Accounting and Financing sector
- Proven skills in Standards of Accounting.
- Demonstrated ability to general business knowledge and software profecieny.
- Master of Commerce with Finance in University of Kerala
- Computer skills include: - MS Excel, MS Access, CA-Erp- Winman,TDS-Winman, Tally ERP 9, QuickBooks.

EXPERIENCE

Sreenivas and Krishna Chartered Accountant, Thiruvananthapuram, Kerala, India

— *Senior Accountant*

November 2015 - PRESENT

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.
- Documents financial transactions by entering account information..
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.

Revenuemed Pvt Ltd, Technopark, Thiruvananthapuram, Kerala,India

— *Junior Accountant*

March 2010 - May 2013

- Check and verify source documents such as invoices, receipts, computer printouts.
- Allocate and post financial transaction details to subsidiary books.
- Transfer data to general ledger.
- Reconcile and balance all accounts.

- Draw up financial statements (trial balance, income statement, balance sheet)
- Collate and analyze account data and generate financial reports.
- Track and maintain inventory records.
- Manage accounts payable and accounts receivable.
- Prepare checks, payments and bank deposits.
- Prepare and process payroll.
- Comply with relevant reporting requirements.
- Calculate and prepare tax payments.
- Maintain complete filing system to support financial records .

EDUCATION

University of Kerala, India — *Master of commerce with Finance*

June 2013 - August 2015.

University of Kerala, India — *Bachelor of commerce with Co-operation*

June 2006 - March 2009

Volunteer Experience

Women's Education (empowerment), Thiruvananthapuram, Kerala, India. -
Office Assistant

March 2009 - March 2010

- working with women's education (empowerment) to assisting disabled children.
- Teaching students.
- Organized fund raising events.
- Maintained accounting records.

References

1. Miss.Devikrishna

Chartered Accountant,

Sreenivas & Krishna Chartered Accountant

Tc-30/366,Puthenkovil,Attakulangara

Thiruvananthapuram, Kerala, India

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2.Mr. Sidhu Krishnakutty

Human resources manager

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