

RESUME

ALMA S

Email: almaammu786@gmail.com

Mobile: +91 9746513604



CAREER OBJECTIVE

Seeking a challenging, result oriented and dynamic career, utilizing my knowledge, ability, experience and also care my on-going development and career advancement. I see myself as a practical, flexible and self- motivated with an ability to achieve set objective independently.

PROFILE SNAPSHOT

- ✦ A qualified **Offset Printing Machine Operator** & a result oriented Technical professional.
- ✦ A qualified **Accountant** & a result oriented professional with **over 2 year** of successful experience in aspects of accounting field.
- ✦ Currently associated with **M/s Bismi Traders-Trivandrum** as **Accountant**.
- ✦ Well versed with Tally & other Accounting Packages and MS Office.
- ✦ Ability to ascertain needs / goals; streamline operations and envision new concepts; effectively communicate direction and commit people to action.
- ✦ An analytical and innovative team player possessing excellent communication, interpersonal, coordination, presentation, team building skills

WORK EXPERIENCES

➤ PRINTING PRESS OPERATIONS

Worked as an Offset Machine Operator Grade-II at Kerala State Legislative Assembly from September 2nd 2019 to February 27th 2020.

➤ FINANCE & ACCOUNTS

- ❖ Currently Working as an **Accountant** at **Bismi Traders-Trivandrum** from March 2020.
 - Entering & checking Sales/Purchase Bills with order and quotation.
 - Creditor's / Debtor's Reconciliation.
 - Issuing Cheques to Creditors.
 - Monitoring Payables & Receivables
 - Checking of cash receipts and payment vouchers and cash book on daily basis
 - Monitoring all bank accounts.

- ❖ **Accounting Executive at PACE Medical Systems-Trivandrum** from June 6th 2018 to August 31st 2019
 - Entering & checking Sales/Purchase Bills with order and quotation.
 - Creditor's / Debtor's Reconciliation.
 - Issuing Cheques to Creditors.
 - Monitoring Receivables
 - Preparation of Credit/Debit notes by attaching proper supporting documents.
 - Checking of cash receipts and payment vouchers and cash book on daily basis
 - Monthly Stock book keeping
- ❖ **Cashier cum Office Staff at Diya Hero-Trivandrum** from November 1st 2017 to May 31st 2018
 - Handling daily cash flow and tallying with books.
 - Filing Clients Bills and other details for accounting purpose.
 - Assist Account Executive in full Set Account.
 - Managing filing system

PROJECTS & TRAINING

“Quality of Work Life” Project done in **Vijaya Mohini Mills** as Project Trainee on 2016

ACADEMIC PROFILE

Course	Board/University	Percentage	Year
BBA	MG University	71%	2017
12 th	Kerala HSE	78%	2014
SSLC	Kerala Board	75%	2012

CERTIFICATIONS IN ACCOUNTING

- ❖ Diploma In Financial Accounting (**DFA**)
- ❖ **Master Accountant** in accounting softwares
- ❖ Certificate In advanced Excel Accounting

CERTIFICATIONS IN TECHNICAL OPERATIONS

- ❖ **PRE-PRESS OPERATION** In Printing Technology (**KGTE**)
- ❖ Lower Typewriting English (**KGTE**)
- ❖ Diploma In Digital Imaging (**DDI**)

IT SKILLS

MS office including Advanced Excel

Accounting Packages : Tally ERP, Code Apps, Peachtree, QuickBooks, DacEasy, Aqura, Tata Ex

LANGUAGES KNOWN

To Read and Write : English, Hindi, and Malayalam

To Speak : English, Hindi, Malayalam, and Tamil

PERSONAL SYNOPSIS

Date of Birth : 05-06-1996

Fathers' Name : Shanavas Khan

Gender : Female

Nationality : Indian

Marital Status : Married

Current Address : SCNRA-105, TC-4/894, Mohammad Manzil,
Sreechithra Nagar, Kowdiar, Trivandrum-695003

HOBBIES

- Music, Travelling, Photography.

DECLARATION

I hereby declare that the above mentioned statements are true and correct to the best of my knowledge and belief.

Place: Trivandrum

Name: ALMA S

Date:

Signature