

Preethi Indira Devi

Finance Executive



Pattom, Trivandrum



preethianoop2009@gmail.com



81295 760 79



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 & at the same time give me an opportunity to contribute to the growth of organization where I work.

Core Competencies & Skills

- ▶ 2 years experience as Accountant in Dubai - UAE.
- ▶ 2 years experience as Audit Executive in Trivandrum.
- ▶ Excellent accounting software user and administration skills.
- ▶ Strong written & Oral communication in English & Hindi.
- ▶ Organization & Analytical Skills.
- ▶ Attention to Detail, Time Management, Adaptability & Flexibility
- ▶ Languages Known : English, Hindi & Malayalam

Qualifications

- ▶ MBA (Finance & Marketing) from University of Kerala
- ▶ B. Com from Univeristy of Kerala
- ▶ Diploma in Computerized Financial Accounting
- ▶ Certificate Course in Tally ERP Ver 9.0

Professtional Experiene

▶▶ Accountant (1 year) at M/s Rockfort Trading Co. LLC, Dubai

Responsibilities

- ▶ Managing Receipts, Payments & Petty Cash.
- ▶ Reconciliation of Bank Accounts.
- ▶ Preparation of outstanding statements to customers, payrolls to staffs etc.
- ▶ Guides accounting clerical staff by coordinating activities and answering questions.
- ▶ Preparation of delivery notes and invoices.

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- ▶ Preparing payment reminder Letters to customers.
- ▶ Recording of entries in Tally

▶▶ Accountant (1 year) at M/s Decol Debt Collections LLC, Dubai

Responsibilities

- ▶ Preparing of invoices and collecting payments from local and international Clients.
- ▶ Communicate effectively with 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.
- ▶ Recording of entries in Tally.

▶▶ Audit Executive (2 years) in M/s Krishnamani & Co, Trivandrum

Projects Undertaken & Industry Exposure

- ▶ Balance Sheet Analysis of Syndicate Bank, Trivandrum
- ▶ Visits to Cohin Stock Exchange & Hindusthan Machine Tools as a part of Management Studies.

Personal Details

Date of Birth : 16 May 1982
Address : TC 3 / 1937 (1), LIC A Lane, Pattom P O, Trivandrum - 695 004
Marital Status : Married