**SANDHINI S**

**VINAYAKA E-mail ID :-** [**sandhinisooraj@gmail.com**](mailto:sandhinisooraj@gmail.com)

**SNEHA NAGAR -153 Contact No :- 8943399813**

**ULIYACOVIL, KOLLAM 9497359987**

**OBJECTIVE**

Seeking a challenging position in a progressive Organization Teamwork Environment, offering opportunities related to Customers Services, Banking, marketing , Accounting and Finance with my good Administrative and Institutional abilities. I would also like to take administrative tasks and responsibilities.

**EMPLOYMENT DETAILS**

**ACCOUNTING AND TAXATION CENTER, TRIVANDRUM**

Designation: - Accountant Trainee

Duration :- Mar 2013 to Dec 2013

Duties and Responsibilities:-

* Maintain financial reports, records, and general ledgers; prepare and analyze budgets; and perform general bookkeeping.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

**SURESH KUMAR AND ASSOCIATES , KOLLAM**

Designation :- Accountant

Duration :- Feb 2014 to Aug 2015

Duties and Responsibilities:-

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information
* preparing balance sheet, profit and loss statement, and other reports.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Generation of Waybill
* E –filling

**NEUF SOLUTIONS, TRIVANDRUM**

Designation:- Accountant/Administrator

Duration:- October 2016 to June 2017 (including probation period)

Duties and Responsibilities:-

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
* Pays employees by calculating pay; distributing checks; maintaining records.
* Compensation and Wage Structure
* E – filling and waybill generation

**A2Z SUPPORT SERVVICES PRIVATE LIMITED, TRIVANDRUM**

Designation : Accounts Associate

Duration : August 2017 to July 2018 (including probation period)

Duties and Responsibilities

* Day today cash book , bank book, preparation
* HR WORKS ( Daily attendance verification, Creating work Schedule, daily updating actives to the BOD
* Invoice Preparation in Excel
* Salary preparation For WPS
* ESI and PF preparation
* Employees register preparation
* Client site visit and Updation
* GST return Filling, Bank statements preparation
* P O preparation
* Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies

**PRACTICAL ACCOUNTING ACADEMY ,KOLLAM**

Designation : Accounts and GST Trainer , Accountant and Tutor

Duration : August 2018 To February 2020

Duties and Responsibilities

* Provided individual and small group tutoring to students in the learning center.
* Reviewed class material, discussed the text, predicted test questions, formulated ideas for papers, or worked on solutions to problems.
* Assisted students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.
* Incorporated with students' homework with understanding the accounting knowledge.
* Offered comprehensive understanding of basic accounting rule and regulation.
* Teach 'principles of financial accounting' to a group of students and guide them to solve their roadblocks.
* Reinforce studying skills to develop students for lifelong learning and professional development.
* To assist students to give practical oriented training in both Accounting GST and Payroll system
* Maintain day to day accounts

**SCHOLASTIC PROFILE**

M.com

Name of College :- TKM , Kollam

University :- Madurai Kamraj University

% of mark :- 70

Year : 2019

B.Com

Name of college :- HHMSPB NSS COLLAGE NEERRAMANKARA, Trivandrum

University:- Kerala University

% of mark :- 79%, B+

YEAR :- 2013

PLUS TWO(Commerce)

Name of School :- GGHSS COTTONHILL Vazhuthacadu, Trivandrum

% of mark :- 84

YEAR :- 2010

SSLC

Name of School :- GGHSS COTTONHILL, Vazhuthacadu, Trivandrum

% of mark :- 85

YEAR :- 2008

**PERSONAL QUALITIES**

* Strong analytical and problem solving skills
* Unmatchable communication skills in written and oral
* Highly trustworthy, discrete and ethical

**TECHNICAL SKILLS**

* Well versed with MS Office
* Experienced in working on Tally ERP 9
* Well versed with Kerala Commercial Taxes and Goods and Service Tax
* Completed DCA
* Typewriting Lower and Higher(English)
* Internet savvy

**PERSONAL DOSSIER**

NAME :- SANDHINI S

FATHERS’S NAME :- SATHEESH KUMAR

MOTHER’S NAME :- SINDHU GO

HUSBAND’S NAME :- SOORAJ S

NATIONALITY : INDIAN

DATE OF BIRTH :- 23-02-1993

LANGUAGES KNOWN : - MALAYALAM, ENGLISH, HINDI

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief

PLACE : KOLLAM

SANDHINI S