**SANDHYA SURESH**

T.C 65/110, Suvarna Bhavan, Menilam

Thiruvallom, Trivandrum – 695 027

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**Career Objective:**

Seeking a responsible and challenging assignment which allows me to explore my capabilities and skills up to the fullest extent resulting in my carrier growth as well in the achievement of organizational goals.

**Professional Synopsys:**

* A dynamic professional with 3 ½ years of rich experience in Accounts.
* A dynamic professional with 7 ½ years of rich experience in Pharma Exports & Accounts
* Proven skills in managing teams to work in sync with the corporate objectives & motivating them for achieving business and individual goals.
* An effective communicator with excellent relationship building & interpersonal skills, strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**Professional Experience:**

1. Working with **Cadmarc Software Pvt Ltd**, Trivandum , as Accountant from Nov2016 to till date

**Job Responsibilities:**

* Handle all the accounts part and analysis of variations, bank transactions etc.
* Handle  **GST & TDS** ,  **GST return**, **GST Annual Return** and Audit and Issuing GST refund
* Prepare and file details of **GSTR1 & GSTR3B**
* Co-ordinate with the **auditors (internal/external)**
* Prepare Sale Invoices
* Maintain payrolls , ESI
* Monitoring utility bill payments
* Maintain all accounts for Audit
* Handle all Tally entries
* Prepare **bank and Ledger** reconciliation statement

1. Working with **S&J Sales Corporation , Trivandrum** . (Medicine Distributors and Exporters ) from Feb 2007 to Oct 2016 date as Export Executive cum Accountant .

**Job Responsibilities:**

* Client Service including response their emails and calls for day-to-day correspondences
* Coordinate with vendor and sourcing the rates
* Updated details into GPS and PSA
* Preparation of quote package and freight package etc.
* Coordinating with purchase and product identification
* Manage and arrange funds for purchase
* Vendor Management
* Prepare invoice and packing list for export .Coordinating with freight team with freight charges . Coordinating for Airway bill preparation and Shipping bill filing
* Document Verifications (internal & customer oriented)
* Maintaining Accounts purchase and Sales

1. Worked with **Trends Pharma** , Trivandrum **. (M**edicine Stockist and Distributors ) from Oct 2005 to Jan 2007 as Accounts Officer.

**Job Responsibilities:**

* Preparation of daily reports and all necessary data as and when required
* Petty cash management
* Extend support to all internal departments for the completion of their entrusted tasks
* Office administration
* Vendor Management
* Document Verifications
* Preparation of vouchers, issuance of cheques etc.

**Academic Credentials:**

* Post Graduate in Economics from Kerala University
* Six months Computer Course
* Tally ERP version 9

**Tools Exercised:**

* Operating System Windows 98/XP
* Packages MS Office (Word, Excel & Outlook)

**Personal Details:**

* Date of Birth 30th May 1981
* Husband’s Name Mr. S .Suresh Kumar
* Languages Known English, Hindi, Tamil & Malayalam
* Marital Status Married
* Permanent Address Suvarna Bhavan, Menilam, Thiruvallam . P. O.

Thiruvananthapuram, Kerala, Pin - 695027

* Hobbies & Interest Music & Dance

I hereby declare that the above information is true to the best of my knowledge

Place: Thiruvallom

Date: (Sandhya Suresh)