

**SAHAYA SAJI.S**

**Accounts Executive**



**CONTACT**



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**Address:**

Vetturninadam, Nagercoil

**Phone :**

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**DOB :** 05.11.1994



**M.B.A. / Finance**

Loyola Institute of Technology,

Chennai

- 2017

**B.com/ Computer Application**

Holy Cross College,

Nagercoil

**-** 2015

**12th in Computer Accountancy**

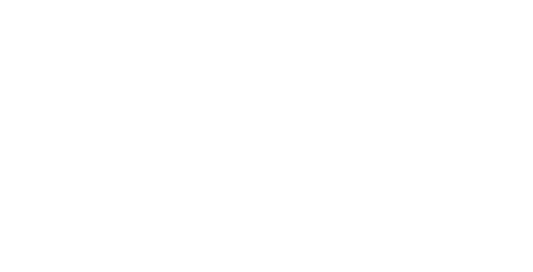
Duthie Girls Hr.Sec School

Nagercoil

**-** 2012



* Communication /People Skill to contact with each level of the business.
* Maintains of Accurate data.
* Organizational skills.
* Ability to work under pressure and can Handle Multi task.
* Adaptable with work Culture



# REFERENCE

Mr.Dinesh Kutty Babu,

Director of Team Pro Hr & IT Services Pvt Ltd

Contact: 9840242277



**PROFE**.**S** . **SIONAL SKILLS**

**OBJECTIVE**

Hard-working Professional with 3 years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in Finance. Seeking to leverage accounting expertise and experience into a managerial role as Accounts Executive

# EXPERIENCE



**SOFT SKILLS**

**Accounts Executive**



Microsoft Office

Tally

ERP NEXT

**Voltech Hr Services Pvt Ltd / June 2017 - Present**

* Created financial reports and supported all areas of responsibility like Collection & Expenses Budget and daily fund flow statement

**EDUCATION**

* Major role handled as Accounts Receivable & Payable
* Manage Inward and Outward remittance of overseas transaction
* Analyzed, examined, and interpreted account records, compiled financial information, and Bank reconciled reports and financial data
* Performed Payroll and Internal & External Ticket

Management

* Preparation GST Sales Invoice and Maintained Creditors Bills for payments
* GST returns Filling and Payment process
* Process journal entries and perform accounting corrections to ensure accurate records