

**SUNITHA RANI K**

Trivandrum, Kerala

India

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**Career Objective**

To explore new circumstances and obtain an exclusive environment where my ideas will be implemented with all my potential and talent that will enable my personal growth as well as my career expansion by achieving goals of the organization.

**Professional Exposure**

**WattSun Energy India Pvt. Ltd., Trivandrum, Kerala**

Duration : August 2019 – till date

Designation : Finance Executive

Reporting to : Managing Director

Duties Include -

* Billing and cashiering, vendor and customer data management, payment follow-ups.
* Costing and Budgeting
* Filing and updating weekly ledger accounts, general debtors and creditors.
* Maintaining ESI, EPF accounts, payroll processing etc.
* Collecting and vouching of bills.
* Petty cash handling.
* GST, VAT return filing,
* Tally GST entry and verification of transactions

**Vijayamohini Mills Ltd (Unit of National Textiles Corporation Ltd, Govt. of India)**

**Trivandrum, Kerala**

Duration : 14 September 2015 - 2019

Designation : Accounts Assistant

Reporting to : Finance Manager

Duties Include -

* Provide service related to accounting, billing and cashiering.
* Costing and Budgeting
* Filing and updating weekly ledger accounts, general debtors and creditors.
* Preparing payables. Receivables, BRS, payroll etc.
* Collecting and vouching of bills, making payments for suppliers.
* Overseeing departmental day-to-day activities.
* GST, VAT return filing,
* Tally GST entry and verification of transactions

**Al Madeena Institute of Medical Sciences (ALMAS)**

**Kottakkal, Kerala**

Duration : 2009 – 2015

Designation : Accountant

Reporting to : GM

Duties Include –

* Provide service related to accounting, billing and cashiering.
* Electronic and manual filing of documents, maintaining Ledger.
* Preparing payables. Receivables, BRS, payroll etc.
* Assisting Auditors in vouching and verification of transactions.
* Overseeing departmental day-to-day activities.
* Providing departmental support to HR and Administration department
* Managing itineraries of management and staff.

**Muthoot Finance Pvt Ltd**

**Kottakkal, Kerala**

Duration : 2001 – 2009

Designation : Accounts Assistant

Reporting to : Branch Manager

Duties Include –

* Cash Handling, Customer Services (I gained extensive experience of working and communicating with colleagues and customer)
* Maintaining database of Key clients.
* Handling Forex and Money transfer transactions
* Preparing Accounting entries, BRS and Ledger entries etc.
* Preparing Payroll, monthly / yearly statements like Performance Record, Achievement Record etc

**Academics**

* **M. Com** – Finance (University of Kerala, 2001)
* **B. Com** – Co-operation (University of Kerala, 2009)
* **B. Com** – Accounting & Finance (University of Kerala, 1998)

**Skills, Abilities and Qualities**

Interpersonal;

* Committed, intelligent and quick to learn.
* Confident, clear and effective communicator.
* Excellent written, listening, presentation, verbal and networking skills.
* Excellent relation building and negotiation skills with the ability to obtain individuals’ trust quickly.
* Good knowledge and experience of using non-verbal communication system.
* Strong computer skills for data entry and excellent in advanced MS Office and Tally.

Organizational;

* Prioritizing and multitask planning of workload.
* Applying systematic approach in solving complex problems.
* Developing and implementing administrative procedures and policies.
* Perform well under pressure and enjoys challenges.

Team;

* Ability to play any role within a team and I have worked in a range of positions where teamwork is essential and would be an asset to any developing team.
* Excellent at working on my own initiative, although knowing when to ask for help.
* Strong skills such as initiator, motivator and problem solver.

**Professional Qualification**

* CWPDE & DCFA in Computer application
* Typewriting English Higher and Malayalam Lower

**Personal Profile**

Date of Birth : 20.05.1978

Nationality : Indian

Marital Status : Married

Languages Proficiency : English, Hindi and Malayalam

Hobbies : Listening music, traveling

**Permanent Address**

VILAYIL HOUSE

THOTTAKKADU P O

KALLAMBALAM VIA,

TRIVANDRUM DISTRICT

KERALA - 695 605

INDIA

**References**

Available on request