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|  | | |  | GREESHMA DIVAKARAN.N |
| **Career Objective**  To obtain a challenging and progressive position in an industry, where I can utilize my knowledge, hardworking capacity and creative thinking aid to achieve the industries goals and customer satisfaction. Experience  * SEPTEMBER-2018 – MARCH-2020   ADMINISTRATION & ACCOUNTS**•**ASSI.ACCOUNTANT CUM ADMIN TEAM**•**EAST COAST COMMUNICATION PVT.LTD   * Manage all accounting transactions * Publish financial statements in time * Handle monthly, quarterly and annual closings * Reconcile accounts payable and receivable * Supervise administrative staff and divide responsibilities to ensure performance * Manage balance sheets and profit/loss statements * Audit financial transactions and documents * Create and update records and databases with personnel, financial and other data * Track stocks of office supplies and place orders when necessary * Submit timely reports and prepare presentations/proposals as assigned * NOVEMBER-2016 – AUGUST-2017 (on contract)   ACCOUNTS**•**RESEARCH ASSOCIATE**•**RR DONNELLEY, TECHNOPARK   * Research securities of target industries and companies to provide investment recommendations * US GAAP based financial reporting process. Map financial data and disclosures reported in annual and quarterly reports filed with SEC. * Analyze financial statements and disclosures of US companies and complete projects on-time with high quality. * Collect and interpret company data to facilitate recommendations * Develop and write research reports and publications to be presented to management or shareholders * Maintain up-to-date knowledge of financial services industry happenings and current events * Conduct primary research from industry sources * Reconcile selected balance sheet accounts  Education  * MBA [FINANCE & HR] - 2016 (70%)   UNIVERSITY INSTITUTE OF MANAGEMENT, ADOOR , PATHANAMTHITTA , KERALA   * Undergone Project at Travancore Titanium Products Ltd. Thiruvananthapuram as a part of my MBA * Undergone Internship at HLL Lifecare Ltd. Thiruvananthapuram as a part of my MBA * B.COM WITH COMPUTER APPLICATION – 2013 (60%)   INSTITUTE OF DISTANCE EDUCATION GOVT.COLLEGE, KARYAVATTOM, THIRUVANANTHAPURAM, KERALA   * **Diploma in Airline and Hospitality Management, DIGITO TECHNICAL TRAINING SERVICES PVT.LTD Under Bharathiyaruniversity. Thiruvananthapuram– 2010 (A)** * PLUS TWO COMMERCE WITH COMPUTER APPLICATION – 2009 (67%)  Career History  * Undergone industrial training on ground handling at International Airport, Thiruvananthapuram * Participated Management Fest at CET, Sreekaryam and DC MAT, Kazakootam   **Technical Skill**   * Certificate Of Merit The Galileo CRS Basic Course Swasthik Tours &Travel’s, Thiruvananthapuram * Desk Top Publishing, CENTRAL POLYTECHNIC College, Thiruvananthapuram * TALLY. ERP 9 , MS OFFICE   **Interest & Hobbies**   * Building Up Contacts * Traveling * Listening Music   **Languages Known**   * English, Malayalam, Hindi   **Personal Details**  Name of Applicant : GreeshmaDivakaran.N  Father’s Name : DivakaraPanicker .TM  Mother’s Name : Nirmala.P  Date of Birth : (28) 20th Apr 1992  Nationality : Indian  Gender : Female  Marital Status : Married  **Reference**  Will be given on request  **Declaration**  I hereby promise that the information given above is true to the best of my knowledge and belief.  Yours Sincerely,  GreeshmaDivakaran.N |
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