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|  | **SUNITHA KRISHNAN**  **Vattiyoorkavu, Thiruvananthapuram**  **Phone: +91 9567306393**  **sunitha krishnan ...jpg E-Mail ID:** [**sunithakrishnan1992@gmail.com**](mailto:sunithakrishnan1992@gmail.com) | | |
|  | **OBJECTIVE** | | |
|  | A challenging career in the field of Finance. | | |
|  | **WORK HISTORY (Total – 5 Years 2 Months)** | | |
|  | Oct 2017 – Nov 2019 | **Senior Accountant**  *PRO Desk Documents Clearing Services LLC, Dubai*  Accounts Receivable, Outstanding reports on daily, weekly and monthly reports, Customers statement of account reconciliation, coordinating with the customers regarding the outstanding and creditors regarding the payables, managing the day to day operations and coordinating with the Junior Accountants. | |
|  | Oct 2016 – Oct 2017 | **Accountant**  *Leapline Advertising LLC, Dubai*  Invoice Preparation, Bills Collection, Sales Coordination, Daily Accounts Report Submission, Electronic and Digital filing, Arranging suppliers payments, Preparation of Quotation, etc... | |
|  | Mar 2016-Aug 2016  Mar 2013-May 2014 | **Accounts Head**  *Sri Sri Ravishankar Vidya Mandir, TVM*  Preparation of receipts and payments, income and expenditure and balance sheet | |
|  | Apr 2015 - Jun 2015 | **Management Trainee**  *Chandrika Soap Manufacturing unit, Ernakulam*  Summer Internship Project on Financial Statement Analysis, in the Finance department of Chandrika soap Manufacturing unit | |
|  | Jun 2012-Sep 2012 | **Article Trainee**  *Sathyavaageshwaran and associates, Chartered Accountants Firm, TVM*  Preparation of reports, statements and adjusting entries. | |
|  | **ACADEMIC QUALIFICATIONS** | | |
|  | Jun 2014- Feb 2016 | Post Graduate Diploma in Management (Finance and Marketing)  *Cardinal Cleemis School of Management Studies*  AICTE, Delhi | |
|  | Jun 2012-Mar 2014 | M.Com (Finance)  *Institute of Distance Education*  Kerala University | |
|  | Jun 2009 - May 2012 | B.Com (Taxation Law and Practice)  *Mar Ivanios College*  Kerala University | |
|  | **CORE COMPETENCIES** | | |
|  | * Proficiency in Microsoft Office * Tally * Software testing | | |
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|  | **ACHIEVEMENTS AND CERTIFICATIONS** | | |
|  | * Certification in accounting software from ICAI, Trivandrum Chapter. * Diploma holder in Software Testing from C-DIT, Government of Kerala. * Certificate of participation from "THE BRAVE NEWWORLDOFTHE ENTREPRENEUR, KSEDM Entrepreneur Summit- 2014". * Certificate of participation from Christ University, CSR Event conducted as a part of USHUS 15 (National Level Management Fest). * Certificate of participation from NATURE CAMP conducted by KERALA FOREST AND WILDLIFE DEPARTMENT at PeriyarTiger Reserve. * Member of Yi Yuva chapter. * Got third prize in essay writing competition conducted by SRI SATHYA SAI SEVA ORGANISATION, KERALA on the topic "Need for social ethics and morality". * Certificate of participation in the workshop on intellectual property rights organised by CCSMS and Patent Information Centre, Kerala * Active member of CSR activities in CCSMS college unit. * CSR activity at Sneha Veedu Orphanage, Trivandrum. * Core coordinator of ZREYAS (National Level Management Fest) conducted by Mar Ivanios Commerce Department. * Attended workshop on 'Evoking sustainability values and practices for organisational excellence' byYUVA. * Industrial visit to HLL. * Yoga - Basic course and Sahaj Samadi Meditation. | | |
|  | **SKILLS** | | |
|  | Adaptable | | Adaptable to any situation and with any people. |
|  | Good coaching skills | | As i worked as a teacher i love to coach my peer groups. |
|  | Leadership qualities | | I am the class leader from 1st to 10th standard and the school leader at 11th and 12th standard. |
|  | An efficient team player | | My Summer Internship Project is a team work and i gelled well with them for making a good output. |
|  | A skilled problem solver | | I am ready to take charge all the problems and make an impartial solution for the same. |
|  | Quick learner | | I like to learn new things fastly and apply it where ever necessary. |
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|  | **PERSONAL DETAILS** | | |
|  | Languages known : English, Malayalam, Hindi, Tamil  Date of Birth : 06.05.1992  Hobbies : Cooking, Gardening, Dancing  Driving License : UAE Automatic Light Vehicle  : Indian License for 2-wheeler and 4 wheeler  Passport : Valid Indian passport  Passport number : P0945437 | | |
|  | **REFERENCE** | | |
|  | **Prof. Dr. Jancy James: Jancy James** is the first and present Vice Chancellor of Central University of Kerala situated near Kasaragod in the Kerala State of India.Earlier she was the Vice Chancellor of Mahatma Gandhi University in Kerala. She was also the first woman to become the Vice Chancellor of a University in Kerala when she was appointed to Mahatma Gandhi University. Currently she is the Director of Cardinal Cleemis School of management studies, Trivandrum.  Source: https://en.wikipedia.org/wiki/Jancy\_James | | |