** SALINI K.V**

**TC 72/805(2)**

**ALRA 21**

**Aruvikara Line**

**Manacadu P.O**

**Trivandrum**

**Email: salini9renjit****h@****gmail.com Mob: 9895649519**

**Objective:**

**To obtain a responsible career position where in I can fully utilize my skills and talents while making a significant contribution to the success of the institution**

**Work Experience:**

**Present**

Working as Assistant Manager – Operations, in INSIDE DESIGN INDIA PVT LTD (Commercial & Residential Interior and construction work) from December 2015 onwards.

**Past**

1. Worked as Accountant cum Admin in India Option Software Pvt Ltd ( IT Training Company), Thampanoor from July 2014 to April 2015.
2. Worked as Senior Executive Account& Finance in Popular Mega Motors (I) Pvt Ltd (dealer Tata Motors), Pallichal **f**rom MAY 2013 to APRIL 2014

**Nature of work**

**Preparation of**

* Service Tax
* TDS Report
* VAT Report
* MIS Report
* Bank Reconciliation
* Reconciliation with Branch & Head Office
* Follow up with All Finance
* Customer Account Verification & DO checking
* Entering Sales & Purchase Invoices
* Do all Adjustment entries & Day to Day transactions in Tally

1. Worked as Senior Accountant in **Pace Hitech Pvt. Ltd Kowdiar**, the Processing & Marketing Company from May -2008 to April 2013

**Nature of work**

* Preparation of Receipts & Payment Vouchers
* Cash & Bank Transactions
* Bank reconciliation
* Sales bills, Credit Notes& Debit Notes
* Monthly Vat & CST Returns , TDS
* Known about E S I C & PF Returns
* Preparation of Stock statement, Debtors Position
* Management Information System (MIS)

1. Worked with **M/s Hues Advertising and Marketing Pvt. Limited**, Parvathy Mangalam, Vazhuthacadu, Trivandrum, a leading INS accredited Advertising Agency in Trivandrum, a division of BE International, as an Accounts Assistant from May 2007.

The nature of Job includes maintaining day to day accounts of the company like

* Receipts and Payments ledger
* Petty Cash Management
* Preparing Outstanding Statements of clients
* Bank and pass Book reconciliation
* liaison with audit office and Bank
* MRV payments to publications
* Salary Payments
* Business transactions
* Payments Follow-ups
* Service Tax etc.

#### Familiar Tools

* Tally
* Excel
* Microsoft word
* MS Access
* PowerPoint
* EZY (Billing Software

Academic Profile:

M. Com from Madurai Kamaraj University

Bachelors Degree in Commerce from University of Kerala in the year 2006

Technical Qualification

* Certificate Course in Tally
* Certificate Course in Typewriting with Word processing

Demonstrated Effectiveness:

* Highly Energetic, Willingness to learn, Hard Working.
* Learning new things
* Dedication, Determination and Honesty
* Convincing abilities

Languages Known:

English, Malayalam & Hindi

**Personal Details**

Name : Salini

Date of Birth : 30.05.1986

Nationality : Indian

Marital Status : Married

Caste & Religion : HINDU, Ezhava

Declaration

I hereby declare that the above said informations are true to the best of my knowledge and belief.

Salini

Date

28.11.2020