

Lakshmi. M.S.

Phone No: 8157956171

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ASSISTANT ACCOUNTANT/ ADMINISTRATION/ MIS EXECUTIVE/SUPPORT COORDINATOR-SALES

Over 9 years of professional work experiences and displayed a good moral character towards the company, colleagues, and the team. I am a self-oriented person and able to work under pressure in a multi-culture work environment.

Experience

BUSINESS CO-ORDINATOR IN SAFE AND STRONG BUSINESS CONSULTANCY P. LTD, THRISSUR, KERALA.

Since 07/2021

ROLES & RESPONSIBILITIES:

- Monitoring and reviewing accounts , Verifying payment & vouchers.
- Communicating with customers.
- MIS report to top management.
- Preparation of employee incentive report
- Preparation of Employees salary with commission
- Preparation of customer data record
- preparing monthly reports
- preparing monthly comparison report
- Preparing loan comparison report
- Preparing the NPA report
- Preparation of performance report
- Collection of cash from customers and keeping proper accounts
- Customer services as receiving complaints and providing solution
- Record customer data and keep records update
- Provide reports to managerial level
- Preparation of HR reports on demand of management
- To deal with daily petty cash and ensure that reconciliations are completed on time.
- Prepare collection report
- Prepare and keep attendance report of employees
- Enter all accounts and business related data in company software and keep up to date

OBJECTIVE

To achieve a good position in your company where my technical knowledge and skills, communication skill, and presentation skill through simple manner will improve the company's performance.

Education

- ✓ **Master of Business Administration (HR & FINANCE)** – MERCY COLLEGE, AFFILIATED TO BHARATHIYAR UNIVERSITY.
- ✓ **Bachelor of Commerce** – ARYABHATTA COLLEGE GURUVAYOOR affiliated to CALICUT UNIVERSITY
- ✓ **Higher secondary Certificate** - LFCGHSS MAMMIYOOR, GURUVAYOOR

COMPUTER KNOWLEDGE

- ✓ M.S Office Package
- ✓ Diploma in computerized Financial accounting (Tally)
- ✓ Dimensions Corporate Software.

**ASSISTANT ACCOUNTS & HP OPERATION CUM MIS
EXECUTE IN BRD SECURITIES LTD**

Since 08/2013

ROLES & RESPONSIBILITIES:

- Monitoring and reviewing accounts , Verifying payment & vouchers.
- Preparation of quotations for materials
- Book keeping, proper documentation for signed quotation.
- Checking of Documents for accuracy.
- Getting the quote from prospective vendors.
- Communicating with customers.
- MIS report to top management.
- Preparation of HP daily report
- Preparation of employee incentive report
- Preparation of Employees salary with commission
- Preparation of customer data record
- Preparation of customer vehicle data record
- collecting branch wise allocation data
- co-ordinate the allocation report with the branch
- preparing monthly reports
- collecting commission reports from branches
- preparing monthly comparison report
- preparing weekly comparison report
- Preparing loan comparison report
- Preparing the NPA report
- Preparation of performance report
- Preparation of arrear report
- Updating the RC details and data keeping of customers&
Updating the settlement data and keeping the records.
- Responsible for day-to-day office administrative and operational matters..

CORE SKILLS

- ✓ Communication Skill
- ✓ Analytical Skill
- ✓ Commitment
- ✓ Quick learning
- ✓ Self-motivated and hardworking.

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Tamil

Personal Details

- **NATIONALITY**
Indian
- **Date of Birth**
24/08/1992
- **Marital Status:**
Married
- **Address:**
Pulikkal Parambil House
Thekkumbhagam Near
Sreenivasakovil
Thriponithura
Pin:682301

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and would be glad to discuss more during the personal interview.

DATE:

PLACE:

NAME: **LAKSHMI.M.S.**

SIGN: