



SANDHYA M

ADMIN CUM ACCOUNTANT

CONTACT

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Address: Sitra , Kingdom of Bahrain

EDUCATION

Bharathiar University 2008-2011

B com with corporate secretaryship
Janaki Ammal College of Arts & Science

Kerala Board of Public Examination

Plus Two - Commerce
2007-2008

Kerala Board of Public Examination

SSLC - Parali School -parali
2005-2006

- Management Skills
- Creativity
- Time Management
- Negotiation
- Critical Thinking
- Leadership

ABOUT ME

A graduate of B Com with Corporate Secretaryship. About 11 years of total experience in Different field of Banking Operations, Customer Support ,Team Management, Debt Management, Credit Management, Experience in preparing daybook and General ledgers in Tally Prime, and also manage Administration activities. Proficient in MS Office ,MS Access, MS Excel, PowerPoint etc.,. Reports recording and keeping, its advanced functions with proven ability to enhance operational effectiveness and meet operational goals within the cost, time & quality parameters. Significant experience working with Customers, and an effective communicator with relationship management skills with the ability to relate to people at any level of business and management

EXPERIENCE

2024-

Admin Cum Accountant

Avola Construction W.L.L - Kingdom of Bahrain

- My Responsibilities are Recording and prepare daily accounting reports of expenses, disbursements and payments. Vat recording & Filing, Email Follow-ups. prepare Invoice's, Lpo, Quotation's, kind of letters, All financial records and transactions using through **Tally Prime** software. Answering and directing phone calls. And handing Admin/Hr work- salary preparation, all kind of LMRA, Gosi, EWA ,NBRA) and coordinate with all employees. Arrange appointments & schedule.

2023

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2024

Accountant cum Secretary

Darjana Boutique - Kingdom of Bahrain

- Working from February 2023 to 27th January 2024

My responsibilities are making daily sales, purchase, stock, and purchase reports. Cash is deposited as a regular period. Answering phone calls, asking questions to the customer, and understanding their specifications. Problem-solving Supervising work also doing and coordinating with all employees. Arrange appointments.

2020

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2022

Secretary

Department Of Dairy Development-Govt of Kerala, India

- It's a Co-operative Society that operates according to the Kerala Government circular to the Registrar of Co-operative Societies. My responsibilities are to Manage Accounts, have experience in preparing daybooks and General ledgers in Tally Analyze incoming and outgoing, R&D (Receipts and Disbursements) in **SAAG and AXION** software, Stock Sales, and Purchase Books. Organize meetings and record the minutes based on the agenda, handle calls and correspondences, and maintain Registers.

Coordinator -Executive Operation

2016

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2018

Axis Bank Pvt Ltd (Grade-E2) Debt Recovery Dept., Kerala India

- responsible for calling credit customers, setting up payment plans to recover the debts, handling incoming calls, making payment arrangements, preparing and submitting audit reports, tracking outstanding debts, and maintaining auditing databases and reports in **ORACLE & FINACLE** software. Updating account status and databases regularly, negotiating to pay off deadlines and payment plans, arranging monthly meetings, providing directions and debt details to collection executives. I have assisted in developing guidelines for recovery projects and made them successful

PERSONAL INFO

Gender : Female
D O B : 29.11.1989
Nationality : Indian
Marital Status : Married
Visa Type : Work visa
Driving licence :891166831

2014

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2016

Business Development Executive

Hdfc Standard Life Insurance Co.Ltd(Bankassurance) Kerala,India

- responsible for attending meetings, seminars, and other programs to learn about new products and services, customizing insurance programs to suit individual customers, ExplainFeatures, advantages, and disadvantages of various policiesto promote the sale of insurance plans, working with customers to find what they want, create solutions, maintain good customer contacts. All databases are used through **FINACLE software**.

2011

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2013

SEO (Search Engine Optimization) Specialist

Infosys -Bangalore ,India

- Execute tests, collect and analyze data and results, identify trends and insights in order to achieve maximum ROI in paid search campaigns,Track, report, and analyze website analytics and PPC initiatives and campaigns Optimize copy and landing pages for search engine marketing,Perform ongoing keyword discovery, expansion and optimization



SKILLS

- Ability to adapt and learn quickly
- Able to work on my initiative or as part of a team
- Proficient in computer applications, including Microsoft Office, excel, word, Tally prime , Pivot table etc.
- Able to work on my initiative or as part of a teamManaging tasks and problem-solving skills



LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

Declaration

- I hereby declarethat all the above-mentioned statements are true to the best of my knowledge and belief.

sign/-

Sandhya M