

BETCY BABU

47A Bond Street, Leigh, Manchester, WN7 1BT

Contact number: 0790 927 1966 Email: betcybbr123@gmail.com

PROFILE

An ambitious, talented and hardworking graduate seeks opportunity to capitalise on accounting knowledge and understanding with an accounting/finance trainee position. Communicates and collaborates well with staff and clients, learns quickly, building required skills and competencies to achieve task demands. Reliable trainee accountant with experience in preparing accurate sole trade, self-assessment, and limited company accounts. Identify discrepancies and use astute problem-solving skills to remedy calculation issues. Proficient in utilizing accounting software and staying abreast of industry best practices. Seeking to contribute expertise in financial analysis, budgeting, and reporting, to a dynamic organization.

EDUCATION & QUALIFICATION

2023 – 2024	MSc Accounting and Finance University of Salford
2023	Finance Intern at Lybertine (OFFBEAT ALTERNATIVES LTD)
2018 – 2021	Bachelor of Commerce, Tax Procedure and Practice University of Kerala

WORK EXPERIENCE

April 2024 – Volunteer Retail Shop Assistant, Wigan and Leigh Hospice

- Assisting with donation sorting and processing
- Collaborating with other volunteers and staff to ensure smooth store operations
- Assisting with inventory management, including restocking shelves and monitoring stock levels
- Helping with store promotion and displays

April 2024 – Volunteer Retail Shop Assistant, Derian House

- Greeting customers and providing assistance with their purchase
- Cash Handling
- Bagging and packaging purchases for customers
- Maintaining cleanliness and organisation at the checkout areas
- Providing good customer services

September 2023 – December 2023, Finance Intern at Lybertine

- Reconciliation of Accounts
- Preparation of Business Forecasts
- Monitoring Account Activities
- Financial Software Proficiency (Xero and Sage Software)
- Financial Analysis
- Team Collaboration
- Market Research

May 2021 – April 2022, Accounts Trainee at Wood Art Interiors, Trivandrum, India

- Reviewed GL entries and assessed accuracy.
- Monitored status of accounts receivable and payable to facilitate efficient processing.
- Maintained accurate and complete documentation for all financial department procedures.
- Balanced reports to submit for approval and verification.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.
- Communicated with suppliers to reconcile invoice payments.
- Evaluated employee expense reports and verified accuracy.
- Processed payroll calculations.
- Prepared balance sheets and trail accounting balances.
- Generated account statements outlining payments and balances.
- Kept up to date general ledger, balancing out transactions.
- Calculated bills owed by customers, prepared invoices and distributed statements.

RELEVANT SKILLS

- Account Reconciliation
- Budgets and Forecasting
- Month end reports
- Payroll processing
- Accounts payable and receivable
- Ledger maintenance

- Data entry
- Cost accounting
- Cash handling
- Xero Software
- Sage software
- Bank reconciliation
- Dependable
- Trustworthy
- Communication
- Hardworking
- Time management
- Decision making

CERTIFICATES

Salford Business School Employability Award 2023