RESUME

**DANCIA DEENSTON**

D/O DEENSTON .K PHILIPS

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**CAREER OBJECTIVES**

* To discover a challenging career in the field of finance.
* To work in a highly esteemed organization where I can learn to tackle day to day challenges in the business world and supplement my theoretical knowledge with practical experience to make some meaningful contribution to the organization, meanwhile upgrading my skills and knowledge in various fields.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **College** | **University/**  **Board** | **Percentage of marks** | **Year of passing** |
| MBA (Finance & HR) | Bharata Mata Institute of Management, Thrikkakkara | M.G University | 67% | 2014 |
| B.Com (Marketing) | Aquinas College, Edacochin | M.G University | 86% | 2012 |
| Plus Two(Commerce) | Sacred Heart, Thevara | Board of Higher Secondary Examination | 86% | 2009 |
| SSLC | St.Mary’s A.I.G.H.S, Fortcochin | Board of Public Examinations | 6A+ , 4A  86 points | 2007 |

**COMPUTER SKILLS**

* Diploma in Computerised Professional Accounting

(Professional & Manual Accounting Practise, Training on VAT, Income Tax, Service Tax, Central Sales Tax, Employees Provident Fund, Tally 9.0,Peachtree, Business Management, Personality Development and Interview Training)

* Microsoft Office Excel, Microsoft Office Word, Microsoft Office PowerPoint, Microsoft Office Access
* SAP, Hotsoft, Visual Basic, C++, Java, HTML, Photoshop

**WORK EXPERIENCE**

* Presently working with **Club Mahindra Holidays & Resorts India limited** , as Operations Supervisor (with prior concentration in Finance) from 31 March 2014 to till date.
* Preparation of daily revenue flash & variance reports & other reports
* Handling complete accounting cycle (opening, posting entries & closing accounts)
* Handling accounts payable, check balances in ledgers & various transaction accounts.
* Cash handling and & other day to day functioning.
* Preparing purchase invoice & posting it into accounts module.
* Daily checking of cash & bank balance after all payments & receipts.
* Fund management.
* Tracking sales of other departments.
* Handling resort operations and sending weekly/monthly reports to RH.
* Handling inter unit transfers of sales revenue.
* Monitoring & timely preparation and submission of periodic reports to external and internal users.
* Assist the Financial controller in ensuring all financial activities, maintenance of accounts, compliance with statutory requirements, & management of cash flow.
* Monitor the timely preparation of accounts payable / receivable / payroll statements, income and expenditure statements etc.
* Assist the Financial controller in budgetary control to ensure desired financial performance with emphasis on profit maximization through revenue enhancement and strict expenditure controls.
* Maintain records, registers and documents in order to facilitate internal and external audit.
* Perform the monthly book closing and prepare the reconciliation report.
* Authorize various bill payments and monitor preparation and delivery of cheques to various suppliers, etc.
* Assist the Financial controller in preparation of the balance sheet and the profit & loss statements for the hotel.
* Liaise with banks, financial institutions and other government authorities on various financial matters.
* Stay informed the latest amendments in commercial laws, tax structures and other developments in the financial world.
* Assist actively and able to handle in the absence of Chief Accountant/Financial Controller
* Review, Analysis and Sharing of performance data with the management
* Advise departmental heads in areas of financial performance, cost benefit analysis, cost management
* Participate in budgeting process for Capital & Operational requirements
* Supervision of proper Maintenance of Accounts
* Control over and Inter-unit transactions
* Oversee Materials Management (Procurement and Stores)
* Balance Sheet Management - control over Fixed Assets, Inventory, Debtors and Creditors
* Budgetary control to enhance revenue and strict expenditure control
* Compliance with Statutory requirements and Internal Controls
* Adherence to Internal Audit recommendations
* Handle banking.
* Project Accounting and controls
* Cash flow Management.
* Provide constant learning & development for staff

**SEMINARS ATTENDED**

* National Conference on Organizational Behaviour and HR Practices
* National Conference on Banking and Finance
* Regional Seminar on ‘Intellectual Property Rights in Business’
* National Conference on Emerging Trends in Marketing
* Inter-collegiate workshop on Entrepreneurship Development

**PROJECTS & JOB TRAINING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| **Name of the Organization** | **Purpose** | **Duration** |
| DHANLAXMI BANK | Dissertation Project | Two months |
| JAIRAM & SONS (Agents: The Shipping Corporation of India Ltd.) | Organization Study | One month (1st may 2013 to 31st May 2013) |
| TRACO CABLE COMPANY LIMITED | Job Training in the Marketing Department | One month(19th May 2011 to 18th June 2011) |

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English |  |  |  |
| Malayalam |  |  |  |
| Hindi |  |  |  |

**PERSONAL SKILLS**

* Good Communication Skills
* Leadership Skills
* Positive attitude and dedicated approach towards problem solving.
* Sincere and hard working.
* Ability to work independently and with a team
* Adaptability to any work environment.
* Being enthusiastic in learning new technologies.
* Self confidence
* Ability and willingness to learn.
* Good at teamwork.
* Welcome positive criticism.

**EXTRA CURRICULAR ACTIVITIES**

* Participated in the Productivity Month Contest on ‘Lean Management for Productivity Enhancement’.
* Coordinator of Business Quiz in X’lencia-2012, the Management Fest at Bharata Mata Institute of Management
* Management Fest, HR game, Aegle – 2012 , Albertian Institute of Management
* Management Fest, Business quiz, Legado-2012 , Holy Grace Academy of Management Studies.
* Management Fest, Business Quiz & Treasure Hunt, Shikhar- 2013, SCMS Group of Educational Institutions

**ACHIEVEMENTS**

* Won proficiency certificates in academics at college & school level.
* Won A grade in DCPA.
* Acquired scholarships at college & school level.
* Acquired awards for English essay writing at college level.

**PERSONAL DETAILS**

Gender : Female

Nationality : Indian

Religion : Christian

Age & D.O.B : 22, 10-Dec-1991

Marital Status : Single

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**REFERENCE**

* Dr.Anilkumar , Kerala Regional head , Club Mahindra Holidays , +91 9946944401
* Mr.Baiju P.C , Finance manager, +91 9946944429
* Mr.Sony Varghese, Assistant Professor, Bharata Mata Institute of Management, +91 9446373431

**DECLARATION**

I hereby declare that all the above written particulars are true to the best of my knowledge and belief.

Place: Cochin

Date : 24 April 2015 **Dancia Deenston**