



Mrs. Sethulekshmi
Alkhail Gate Community,
Al Quoz, Industrial area 2, Dubai, UAE

CONTACT INFORMATION

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PERMANENT ADDRESS

Kollam parampil veedu Thadicadu
(p.o), Anchal,Kollam{Dist.}
Kerala,India, Pincode:-691306

PERSONAL DATA

D.O.B:- 28-05-1996
Passport number:-R3232441
Visa Status :- Visiting Visa
Nationality :- Indian
Marital status :- Married

LANGUAGE KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

CURRICULUM VITAE

OBJECTIVE:

- ❖ Actively looking for a suitable position with an ambitious company to further my professional expertise in the field of finance and administration

WORK XPERIENCE:

Accountant cum Administrator (4years work experience)

Asian Motors, Kerala (Mahindra & Mahindra Ltd Authorized)
24th Oct 2016 - 29th Jan 2020 and 10th Aug 2020 - 25th Sept 2021

Accounts duties and responsibilities

- Maintain Internal Audit: store and maintain accounts Book and also Journal Entry Sale, Purchase & Exp Invoice
- Calculation of Monthly Sale Tax, Services Tax & Filing Returns and preparation of Sale Tax returns, Services Tax Returns & Returns Filing (quarterly).
- All transactions posting / Journalizing all suppliers invoices to their respective ledger in Tally Accounting Software.
- Reconciliation and checking that may required by the management from time to time
- Handle daily transactions of petty cash and ensure that reconciliations are completed on a daily basis.
- Contacting clients and send reminders to ensure timely payments
- Report on the status of accounts payable and receivable

Admin duties and responsibilities

- Provides administrative support to ensure efficient operation of office
- Guided accounting /clerical staff in coordinating the activities and returned their queries
- Managing incoming and outgoing correspondence, including emails
- Create and update records and databases with personnel, financial and other data
- preparing Quotation, Purchase Orders, Invoices, reminder letters
- Carries out administrative duties such as filing, typing, copying, filing, scanning etc.

QUALIFICATIONS:

COURSE	SCHOOL/UNIVERSITY	YEAR OF PASSING
MBA(HUMAN RESOURCE MANAGEMENT)	ANNAMALAI UNIVERSITY	05/2016 - 05/2018
B.COM COMMERCE WITH TOURISM & TRAVEL MANAGEMENT	UNIVERSITY OF KERALA	07/2013 - 04/2016
TALLY ERP9	MINISTRY OF LABOUR AND EMPLOYMENT (GOVERNMENT OF INDIA)	01/2013 – 07/2013
VOCATIONAL HIGHER SECONDARY (ACCOUNTING AND AUDITING)	KERALA BOARD OF VOCATIONAL HIGHER SECONDARY EXAMINATION	05/2011 - 05/2013
SCHOOL EXAMINATION	KERALA BOARD OF PUBLIC EXAMINATION	2011

COMPUTER SKILL

- Operating Systems : Win7, Win8, Win10
- Accounting Software : Tally ERP9 6.6.3 (Latest Version)
- Office Tools : Microsoft Package and Internet Applications
- Word Per Minute : English 45- 50 W.P.M

INTERNSHIP

Trainee - Client Management

Air Travel Enterprises India Ltd 12/2015 - 01-2016

- Advising clients about passports, vaccinations, visas, foreign currency, etc.

On the job training programme (OJT)

Arakkal co-operative bank, Kollam, kerala, India- 9/11/2012 - 30/11/2012

- For the Purpose of doing organizational study

PERSONAL PROJECT

Impact of COSMOS(Destination Management Company) in outbound Tourism

REFERENCE:

Shaji.S

Managing partner

Asian motors (Mahindra &Mahindra Authorized)

Contact No: - +91 9447223272

Email Id: - asianmotoracl@gmail.com

DECLARATION:

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

Place: Dubai

Date :

SETHULEKSHMI