

Lakshmi K.M

Versatile BBA graduate eager to join an organization so as to expand and utilize the skills and knowledge for the organizational and individual growth. I'm willing to explore wide variety of opportunities that can help in gaining perspective.

Work History

2023-01 - Current	Accounts Executive (Intern) <i>Chemtech General Trading</i> <ul style="list-style-type: none">• Preparing day to day invoices and updates regarding invoice.• Maintaining records like bills, receipts and payments .• Updating day to day stock and purchase details.• Maintaining Excel sheets .• Reporting directly to Finance Director.
2022-04 – 2022-09	Jr. Accounts Executive <i>Miacasa Group, Ajman, UAE</i> <ul style="list-style-type: none">• Assist account executive with managing day to day business in existing accounts.• Posting journal entries to ensure all business transactions are recorded.• Maintaining records like bills, receipts and payment.• Preparing invoice and purchase order.• Updating accounts receivables and payables, and BRV.• Assisting in preparing weekly and monthly reports.• Performing administrative task like, maintain files and electronic records.• Understanding, evaluating, building and maintaining client relationships.

Education

2018 - 2021	BBA: Human Resources Management <i>NES College (University of Calicut) - Kerala, India</i>
2016 - 2018	Higher Secondary <i>Government Fisheries HSS - Kerala, India</i>
2005 - 2016	High School <i>Lemer Public School - Kerala, India</i>

Skills

- Sage Accounting Software
- Zoho Accounting Software
- Proficiency in MS Excel, Word, Power-point
- Petty Cash Management
- Time management Attention to details
- Versatility and Interpersonal skill
- Highly Organized
- Collaborative
- Initiative –Driven
- Extreme Accounting & Ownership



Contact

Address

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Personal info.

Nationality

Indian

Date of Birth

10-06-2000

Marital Status

Single

Languages

English

Malayalam