



RESHMA V P

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UNITED ARAB EMIRATES

WORK EXPERIENCE

- **CUSTOMER RELATIONSHIP OFFICER – NM NEDUMPARAMBIL NIDHI LTD**
02/11/2020 – CURRENT – Thiruvankulam, India
 - Building and maintaining profitable relationships with key customers.
 - Finance, business development and maintain client relationships.
 - Resolving customer complaints quickly and efficiently.
 - Keeping customers updated on the latest products in order to increase sales.
 - Meeting with managers in the organization to plan strategically.
 - Understanding key customer individual needs and addressing these.
- **ACCOUNTING STAFF – SINEWAVE SYSTEMS INDIA PRIVATE LIMITED**
08/05/2018 – 25/04/2019 – Thiruvankulam, India
 - Prepares consolidated internal and external financial statements by gathering and analyzing information.
 - Maintains and balances an automated consolidation system by inputting data.
 - Analyzes information and options by developing spreadsheet reports.
 - Prepares general ledger entries by maintaining records and files as well as reconciling accounts.
 - Prepares payments by accruing expenses.

EDUCATIONAL QUALIFICATION

- **MASTER OF COMPUTER APPLICATIONS – 2014 – 2017 – KADAYIRUPPU, India**
SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING
- **BACHELOR OF COMPUTER APPLICATION – 2011 – 2014 – PUTHENCROUZ, India**
ST THOMAS ARTS AND SCIENCE COLLEGE PUTHENCROUZ
- **SECONDARY SCHOOL – 2009 – 2011 – VADAVUCODE, India**
RAJARSHI MEMORIAL HIGHER SECONDARY SCHOOL VADAVUCODE
- **10TH GRADE/SSLC – 2009 – VENNIKULAM, India**
ST GEORGE'S HSS VENNIKULAM

DUTIES & RESPONSIBILITIES

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statement in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/Loss statements

IT SKILLS

- Microsoft Office
- C, C ++
- SQL
- Tally

PERSONAL DETAILS

- Date of Birth : 03/04/1994
- Gender : Female
- Nationality : Indian
- Marital Status : Married
- Passport No : V9516083
- Visa Status : Visit Visa (Expire date -28/08/2022)
- Joining Date : Can Join Immediately

DECLARATION

I hereby declare that the details given above are true to the best of my knowledge.

RESHMA V P