



RESHMA RAMESH

COST AND MANAGEMENT ACCOUNTANT (INTERMEDIATE)

CONTACT



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PERSONAL INFO

Date of Birth: 17th Nov, 1994

Marital Status: Married

Passport Number: M3070731

Visa status: Visit Visa

KEY SKILLS

- Problem solving and analytical skills
- Interpersonal and communication skills

ERP & IT SKILLS

- Proficient in MS Office
- Tally ERP9

LANGUAGES

- English, Hindi, Tamil and Malayalam

ABOUT

Seasoned Professional with 2 years of experience, having a solid academic background in accounting and economic management; excellent analytical, communication and problem-solving skills; able to handle multiple projects producing high-quality work in a fast-paced, deadline-oriented environment.

AUG 2016

JANAM MULTIMEDIA LIMITED

AUG 2018

THRISSUR, KERALA

ACCOUNTS EXECUTIVE CUM ADMIN

Job Profile:

- Ensured Accounts payable, Employee benefits and Invoicing records were accurately kept and organized using ERP software.
- Managed payroll and benefits for 150+ employees, including any related problems.
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the Office.
- Developed relationships with customers, vendors and guests to present the company in a professional manner.
- Created and updated spreadsheets and presentations for weekly, monthly and quarterly updates to upper management.

PROFESSIONAL CREDENTIALS

- Cost and Management Accountant - CMA/ICWA (Intermediate) The Institute of Cost Accountants of India (ICAI), passed in 2019.
- Master of Commerce (M.com) - core specialization in Finance Indira Gandhi National Open University (IGNOU), passed in 2018.
- Bachelor of Commerce (B.com) - Finance, passed with 88% of marks in 2015, University of Calicut
- Matriculation from Gulf Model School, Dubai in 2010