

# DIVYA DEVADAS

Padinjaramthoor House

Mundathicode PO

Thrissur- 680623

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## Objective:

To be associated with a progressive organization that gives scope to update my knowledge and skills and be part of the team that dynamically works towards growth of organization and to gain satisfaction thereof.

## Experience:

### 1. PEARL REGENCY, THRISSUR, KERALA

Designation : Assistant Accountant  
Duration : From February 2017 to till now

## Education:

### (I) Bachelor in Commerce (2009-2012)

CHINMAYA MISSION COLLEGE, UNIVERSITY OF CALICUT.

### (II) HIGHER SECONDARY EXAMINATION (2007-2009)

KERALA STATE BOARD. (COMMERCE - Group)

### (III) S.S.L.C (2006-2007)

KERALA STATE BOARD

## Duties and Responsibilities Handled :

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders
- Reconciliation of Daily Report & Banking Transactions
- Managing payroll.
- Coordinating internal and external audits.
- Processing business expenses.
- Managing day-to-day transactions.
- Sorting financial documents and posting them to the proper accounts.
- Evaluating the credit worthiness of potential customers.
- Maintain MIS reports to senior manager.

**Computer skills & software's:**

- **TALLY** (ERP-9)
- **PEACHTREE**
- **MICROSOFT OFFICE**
- **Familiar with Operating Systems** Dos, Windows98, Windows ME, Windows2000, Windows NT, Windows XP, Windows7, Windows 10

**Personal Details:**

<b>Date of Birth</b>	31 <sup>ST</sup> May 1992
<b>Age</b>	29
<b>Sex</b>	Female
<b>Status</b>	Married
<b>Religion</b>	Hindu
<b>Language Skills</b>	English, Hindi, Malayalam
<b>Passport Details</b>	L1528809

**Declaration:**

I affirm that the information given above is true and correct to the best of my knowledge.

**Place : DUBAI**  
**Date : 25/04/2021**

**DIVYA DEVADAS**  
**S/d**

**Reference:**

Will submit upon request.

Thank you  
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