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| ARCHANA P SACCOUNTANT  |
| PINAKKATTU HOUSEMEEMPARA P OPARIYARAMERNAKULAMPIN:682308 | Mob: 9656866435 | email:archanaammuchandran95@gmail.com |
|  | OBJECTIVE |  |
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| To have a self –identify Where I am and show case my talents in the very way I am I wish to develop a career in an organization that provides motivation, has challenging work and where priorities require usage of skills and expertise to add value to the company and myself. |
| EDUCATION — | EXPERIENCE |  |
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| M.COM BANKING & INSURANCE JAI BHARATH ARTS & SCIENCE COLLEGEMG UNIVERSITY201770%B.COM MARKETINGJAI BHARATH ARTS & SCIENCE COLLEGEMG UNIVERSITY201560%PLUSTWO COMMERCEG H S S POOTHRIKKA75%2012S S L CR M H S S VADAVUCODE70%2010LANGUAGES KNOWNMALAYALAMENGLISHPERSONAL DETAILSDATE OF BIRTH & AGE:17/02/1995,26SEX: FEMALEMARTIAL STATUS: MARRIEDSPOUSE NAME & OCCUPATIONDHINIL A RDRIVER | 12/03/2018 to 29/03/2021ACCOUNTANT • JUNIOR ACCOUNTANT •AISHWARYA PAINTS PVT LTD * Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Assist with reviewing of expenses, payroll records etc. as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit weekly/monthly reports
* Assist senior accountants in the preparation of monthly/yearly closings
* Assist with other accounting projects

10/01/2022 to Still WorkingACCOUNTANT • ACCOUNTANT • UNITECH ELECTRICAL INDUSTRIES* Preparing and maintaining important financial reports
* Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently
* Documenting financial transactions
* Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
* Reviewing financial documents to resolve any discrepancies and irregularities
* Recommending financial actions by analysing accounting options
* Cooperating with auditors in preparing audit reports
* Providing guidance on revenue enhancement, cost reduction and profit maximisation
* Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement
* Reconciling already documented reports, statements and various transactions
* Creating, reviewing and presenting budgets
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|  | COMPUTER SKILLS |  |
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| FATHER’S NAME:SUNDARAN P NMOTHER’S NAME:AMBIKA K K | **TALLY ERP 9****TALLY PRIME****INDUCTION TO GST****MS OFFICE****MS WORD** |
|  | STRENGHTS |  |
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|  | * Strong written and oral communication
* Organization and attention to detail
* Analytical and problem solving skills
* Time management
* Systems analysis
* Mathematical and deductive reasoning
* Critical thinking
* Active learning
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|  | DECLARATION |  |
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| I hereby declare that all the information given above resume are true to best of my knowledge and belief.Place: Pariyaram ARCHANA P S Date:  |