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| ARCHANA P S  ACCOUNTANT | | |
| PINAKKATTU HOUSE  MEEMPARA P O  PARIYARAM  ERNAKULAM  PIN: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 COLLEGE  MG UNIVERSITY  2017  70%  B.COM MARKETING  JAI BHARATH ARTS & SCIENCE COLLEGE  MG UNIVERSITY  2015  60%  PLUSTWO  COMMERCE  G H S S POOTHRIKKA  75%  2012  S S L C  R M H S S VADAVUCODE  70%  2010  LANGUAGES KNOWN  MALAYALAM  ENGLISH  PERSONAL DETAILS  DATE OF BIRTH & AGE:17/02/1995,26  SEX: FEMALE  MARTIAL STATUS: MARRIED  SPOUSE NAME & OCCUPATION  DHINIL A R  DRIVER | 12/03/2018 to 29/03/2021  ACCOUNTANT • 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 Working  ACCOUNTANT • 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 | |
|  | COMPUTER SKILLS |  |
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| FATHER’S NAME:  SUNDARAN P N  MOTHER’S NAME:  AMBIKA K K | **TALLY ERP 9**  **TALLY PRIME**  **INDUCTION TO GST**  **MS OFFICE**  **MS WORD** | |
|  | STRENGHTS |  |
|  |
|  | * 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: | | |