



NAME: **BENCY FRANCIS**

Email:  
[bencyfrancis007@gmail.com](mailto:bencyfrancis007@gmail.com)

Phone No : : +971509426816

DOB: **16 - May - 1996**

Age : 25

Gender : Female

Marital Status: Single

Guardian : **FRANCIS** -Father

Language known: English,  
Hindi ,Malayalam

Address :

Venthiyanical(H),  
Chekkidikadu PO, Thakazhy  
Alappuzha, Kerala- 689 573

## **CAREER OBJECTIVE**

To become a successful professional and to work in an innovative and competitive environment as a contributing member with a commitment and dedication. To grow with the growth of the organization.

## **EDUCATIONAL QUALIFICATION**

- **Secondary School Living Certificates (SSLC)**
- **Plus two in Commerce** (passed with 84% mark)
- **Graduated in Bachelor of Commerce (B.com)** in the year of 2016 from MG University
- **Post Graduation in Master of Commerce (M.com Finance)** in the year 2018 From MG University

## **COMPUTER SKILLS**

- High Level competency in Tally, Word, Excel, Power point & Access
- Proficient in MS office, internet
- Operating System: Mac, windows , Linux.

## **STRENGTHS**

- Strong analytical skills – able to identify anomalies in data and solve them quickly and effectively
- Strong knowledge of MS Excel. Functional ability in Word and PowerPoint.
- Solid working knowledge of Microsoft Office
- Excellent Interpersonal skills with the ability to build and develop relationship with customers
- Attention to details and good organizational skills
- Strong working knowledge of accounting practices and principles
- Strong working knowledge of accounting ERP systems
- Strong organizational skills; attention to detail

## → **PROFESSIONAL EXPERIENCES**

**NOV 2020 - SEP 2021**

**RADHAKRISHNA TEXTILES ERNAKULAM**

**DESIGNATION: ACCOUNTANT**

- Preparing Bank reconciliation statements.
- Updating purchase and sales entries.
- Posting bank entries and cheque entries
- Maintaining day to day cash book and petty expenses.
- Maintaining general ledger operations.
- Filling GST returns.
- Assisting an internal auditor for finalisation of accounts.

**JULY 2019 TO OCT 2020**

**ALACRITY INFRA SOLUTION & SERVICES, ERNAKULAM, COCHIN**

**DESIGNATION: SR EXECUTIVE FINANCE & ADMINISTRATION**

- Bank reconciliation statements
- TDS Filing
- Preparation books of accounts and its finalization.
- Maintain Cash and accurately record cash transactions
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements

**AUG 2018 TO JUN 2019**

**ACCOUNTANT & AUDIT ASSISTANT (TALLY, GST FILING, AUDITING), M/S KALLUKULAM & C/O**

**DUTIES & RESPONSIBILITIES**

- Control & Managing Inventory Related works TDS Filing
- Assisting the Chief Auditor in all accounting functions.
- Invoicing & Delivery Notes Cross Checking / arrangements
- Filing and maintaining all office files
- Preparation of Trail Balance, P&L Account and Balance Sheet and General Office Administration

### **EXTRA ACADEMIC ACTIVITIES & ACHIEVEMENTS**

- Attended in one day workshop on "Academic Writing" held in Rajagiri College of Social Sciences Kochi, Kerala
- NCC "B" & "C" Certificate Holder
- National Service Scheme Volunteer in 2011 - 2013
- Attended in various management fest during the year 2016-2018
- Attended in five-day National Seminar of Disaster Management conducted in 2011 by NSS
- Attended NSS Campaign for 3 years and got a leadership training in 2011

## **DECLARATION**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

**Date:**

**Place:**