



RESHMA RATHEESH

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W/O RATHEESH K P

KARAMA, DUBAI, UAE

Mob:+971 - 547580640

Personal Details

Date of Birth : 25-10-1994

Husband Name : RATHEESH K P

Nationality : INDIAN

Religion : HINDU

Sex : FEMALE

Marital Status : MARRIED

Languages Known

English, Hindi, Malayalam & Tamil

CAREER OBJECTIVE

Highly motivated, pro-active, result oriented and hardworking youngster on the lookout for a career in Finance & Accounts. Seeking a position in a reputed and progressive organization where my qualifications and experience can be leveraged for growth of the organization as well as for my career exposure.

EDUCATIONAL QUALIFICATION

M-COM WITH FINANCE

UNIVERSITY OF CALICUT -2019

B-COM WITH CO-OPERATION

UNIVERSITY OF CALICUT -2016

PLUS TWO

KENDRIYA VIDYALAYA OTTAPPALAM - 2013

S.S.L.C

KENDRIYA VIDYALAYA OTTAPPALAM - 2011

WORK EXPERIENCE - (3 year in Accounting)

NEW RADHA ENTERPRISES, SHORNUR, INDIA.

8 Months worked as an **Admin Cum Accountant**

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Customer handling service.
- Verifies assets and liabilities by comparing items to documentation.
- Assisting management in decision making with required reports.
- Preparation various reports and other audit requirements to comply with statutory audit.
- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends

THE OTTAPALAM CO-OPERATIVE URBAN BANK LTD

1 year worked as an **ACCOUNTANTS TRAINEE**

Job Description:

- Preparation various reports and other audit requirements to comply with statutory audit.
- Bank Reconciliation.
- Receivable and payable management.
- Monthly MIS Report preparing
- Branch Auditing
- Daily updating of company accounts.
- Assisting management in decision making with required reports.
- Assisting management in overall administration of company.

Passport Details

Passport Number - U6375841
Date of Issue - 06-01-2020
Date of Expiry - 05-01-2030
Place of Issue - Cochin, Kerala
Visa Status - Visit visa

Knowledge and Skills Developed

- ✓ A versatile and skilled Accountant with leadership qualities and excellent hands on accounting and auditing.
- ✓ Experience in Accounts and Audit of Banks, Trading, Manufacturing, Finance and other service oriented organizations.
- ✓ Quick adaptability to dynamic situations.
- ✓ A good team player with a strong work ethic and results oriented approach.
- ✓ Excellent communication skills in English, Hindi, Malayalam & Tamil.

Skills

- Quick learner and Adaptable.
- Time management
- Clean Indian driving license
- Fluent in English & Hindi

Strength

- Good Interpersonal skill
- Good Communication & management skill
- Willingness to learn and improve
- Dedicated and selfmotivating
- Goal oriented & ready to take initiative
- Good Leadership

ACCOUNTING SERVICES SOCIETY KERALA,INDIA.

1.2 year worked as an **ACCOUNTANT**. Their whole accounts are maintained and controlled

Works done

Monthly internal audit, checking stock, physical cash and accounting entries whether all are complied with as per government laws and company laws.

Job Description:

- Maintaining books of accounts of various entities in different accounting software.
- Conduct statutory audit as per International Accounting Standards
- Conduct internal audit and prepare reports on internal audit findings & make recommendations to improve entity's internal control system & mechanism.
- Conduct investigation audit to quantify actual financial loss and fix accountability.
- Team member of certain due diligence audit.
- Supervising the accounting functions of team of accountants in client's establishment and reporting to the management.
- Preparation of financial statements.

DIGITAL COMPETENCE AND QUALIFICATION

- Diploma in Indian and Foreign Accounting (Tally Erp9, Peachtree)
- Proficient with MS Word, MS Excel, MS Office.
- Beginner's level knowledge in SAP and Quickbook.
- Well computer Knowledge

DECLARATION

The above information is true to the best of my knowledge and belief. I assure that I will perform my duty and meet the organizational requirement sincerely and to the satisfaction of my superiors if I may be given an opportunity to work in your esteemed concern.

Place : Dubai

Date :

Yours Sincerely,
RESHMA RATHEESH