



SREEPARVATHY U K

🏠 Villa no. 18, Al Witayyid St, Zayed city, Western region, Abu Dhabi, UAE

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Job Objective

- Seeking a position to utilize my skills and abilities in a reputed firm that offers security and Professional growth, while being resourceful, innovative, and flexible.

Summary

- Dynamic professional with 2 years of experience in accounts and administration.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet, and ethical.
- Exceptionally well organized with a track record that demonstrates self motivation, creativity, and initiative to achieve both personal & corporate goals

Core Competencies

Business acumen
Negotiation & Persuasion
Client Relationship

Communication
Problem Solving

Team work
Business Development

Employment Details

Russian Centre of Science & Culture, Trivandrum, Kerala

Front office Desk

- Greeting and welcoming guests and providing them with a positive first impression of the organization
- Directing guests and answering their questions
- Maintaining security and telecommunications systems
- Keeping office secure by following procedures, monitoring logbooks, and issuing visitor badges
- Providing administrative and clerical support
- Preparing letters and documents
- Receiving and sorting mail and packages
- Scheduling appointments and maintaining appointment calendar
- Managing digital and hard copy filing systems

SVR Chartered accountants, Kayamkulam, Kerala

Assistant chartered accountant.

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets
- Entering financial information into appropriate software programs
- Assisting the finance. department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Prepare, Filing & Remittance the statutory requirements (GST, TDS & TCS).
- Provide Auditing Support for The Management.

Areas of Expertise



Accounting



Education



Tally

POWER OF SIMPLICITY

- Support Month End & Year End Closing Process.
- Prepare the DBM (Dealer Business Management) as per Client Requirement.
- Verifying, Allocating, Posting & reconciling accounts payable & receivable
- Producing Error Free Accounting Reports & Present Their Result.
- Analyzing Financial Information & Summarizing Financial Status.
- Tracking and collection of relevant documents for Payment Voucher closing.
- Bank & Other Reconciliation.
- Coordinating internal and external audits
- Reporting on debtors and creditors
- Encoding accounting entries for data processing
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source

Assistant Registrar office, Haripad, Kerala (Internship)

- Assisting senior corporate inspector for various inspection in organizations like cooperative societies, Farmer & agriculture societies.
- Assisted in implementing and executing of schemes /policies related to state cooperative department.
- Receipt and payment preparation, Voucher creation.

Academic Details

- Higher Diploma in co-operation and Business Management (2019 (Aug)
 - Government Cooperative training College, Cherthala, Alappuzha
- Bachelor of Commerce in Computer application from Kerala university (2017 Apr)
 - Sree Narayana College of Technology and research Center, Karunagappally, Kollam

Computer Skills

- MS Office full package
- Tally ERP.9

Personal Details

Date of Birth	09 - May - 1996
Permanent Address	Villa no. 18, Al Witayyid St, Zayed city, Western region, Abu Dhabi, UAE
Passport No.	U4568649
Passport Validity	01/07/2030
Passport status	visit visa
Marital Status	Married
Mobile number	+971508904383, +971525168423
Current location	Abu Dhabi, UAE
Languages Known	English, Hindi, Malayalam, Tamil
Hobbies	Travel, Photography, Watching Cricket, Reading, Music.

Work Experience



Front Desk