

ROOPASREE PADMANABHAN

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: +971566229002

Email: rooparanjith762@gmail.com**CAREER OBJECTIVES**

Seeking an opportunity to excel in a dynamic Company to utilize Experience in Corporate field offering abundant Career development opportunity and obtaining a pro – active position in a highly professional Environment that will utilize my potential to emerge as a successful individual, while contributing to the Company's growth.

EDUCATIONAL DETAILS

- Bachelor of Arts in English – Kannur University
- The Board of Higher Secondary Education, Govt of Kerala.
- SSLC (The Board of General Education Department of Kerala)
- DIFA – Diploma in Indian & Foreign Accounting

COMPUTER SKILLS

- Diploma in computer Application (MS – Word, Excel, Power Point, Internet, Outlook)
- Diploma in Tally ERP9
- Internet Knowledge
- ERP.(Gravity)

WORK EXPERIENCE

- ORGANISATION : Signature Accounting and Tax Consultancy Service Kerala , India
- DESIGNATION : Assistant Accountant one year

DUTIES AND RESPONSIBILITIES

- Update the accounts receivable ledger and collected outstanding accounts.
- Produced month end and end of year financial statement – Trial balance reports, profit and loss statements
- Printed and obtained signature on all accounts payable cheques.
- Processed and audited expense reports and maintained proper documentation.
- Accurately document instances of desktop equipment or component failure, repair, installation , and removal.
- Performed bank and intercompany reconciliations, monitored audit schedules and fixed assets schedule.
- Formulated sales commission and royalty computation prepared quarterly Tax report and without holding return.
- Prepared ATM cards and entered payroll information into the payroll ledger.

STRENGTH

- Open to new ideas extrovert friendly and honest.
- High energy, enthusiastic and motivated professional.
- Strong analytical, Organizational and time management abilities.
- Quick learner and hence ready to accept to challenge and nonstop learning.

PERSONAL DETAILES

Date of Birth : 07/04/1996

Marital Status : Married

Nationality : Indian

Languages: English, Hindi, Malayalam

Visa Status : Husband Visa

Passport no. U7168250

DECLARATION

I here declare that all details above are true and correct to the best of my knowledge

Place : Ajman

ROOPASREE PADMANABHAN