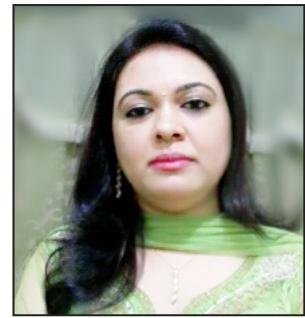


**MARY GENINE JAMES**

VADUTHALA

KOCHI-23

MOBILE NO: 8136893977

Email: [rivrah5@gmail.com](mailto:rivrah5@gmail.com)**CAREER OBJECTIVE**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**PROFILE**

Ambitious finance professional with a strong academic back ground and over 13 years of experience in financial and management accounting. Have strong knowledge of software like Tally , Sage Peachtree. Microsoft excel, Word skills with particular focus on financial modeling and the use of advance features of spreadsheets.

**AREAS OF EXPERTISE**

- Financial Accounting
- Variance analysis
- Financial Reporting
- Inventory Management
- Cash and fund flow
- Management Accounting
- Revenue & Profit Analysis

**SKILLS**

- Day to day accounting operations and data entry.
- Human Resources and Payroll.
- Handling cash flow and daily bank activities
- Co-coordination with the staff and management
- Handling solutions to the problems and public relations
- Co-ordination with Internal and External Audit
- Preparation of month/year end management & financial reports.
- Handling Sage 50 Software and System Audit
- Reporting to Chairman / MD, Admin and Ops. Manager
- Managing the Accounting Team
- Email responses

**PERSONAL QUALITIES**

- Strong analytical and problem solving skills.
- Unmatchable communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.

## PROFESSIONAL EXPERIENCE

- **G & M TRANSPORTING COMPANY, Kochi** December 2003 TO May 2004  
Designation: Accountant
- **UNITED LOGISTICS COMPANY, KUWAIT** August 2004 till date  
Designation: Senior Accountant

## ACADEMIC QUALIFICATION

- **C.A Articleship**  
Institution : Institute of Chartered Accountants  
Duration : One year
- **Bachelor of Degree** University: Mahatma Gandhi University
- **Certifications**  
Diploma in Computer Application  
Computer Knowledge  
Expert User – Ms word , Ms excel , Ms power Point  
Accounting Software: Sage Peachtree, Tally

## PERSONAL DETAILS

Date of Birth : 8-03-1979  
Marital status : Married  
Place : Kumbalangi Vazhi  
Address : Kizhavana House, Vaduthala, Kochi-23

Yours Faithfully

MARY GENINE JAMES