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| **Saranya S Pillai** |

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| Address: | Sivaprasadam  Pokkolil(house), |
|  | Panangad P O |
|  | Ernakulam (Dist) |
|  | Kerala- 682506 |
| Mobile: | +91 8281928932 |
| Email: | Saranyapillai672821@gmail.com |

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| **Looking for a challenging position with a dynamic company where I can learn and function to deliver best of my ability that can contribute to the organization and my individual growth by making a difference in whatever I do for achieving astounding career** |

**SUMMARY**

* Over 5 + years of experience in finance and accounts.
* Master degree in Commerce
* Working knowledge in SAP FI/CO module.
* Performing Bank Reconciliation.
* Preparation of Daily Financial Report.
* Settlement of Suppliers */* Contractors bills and claims.
* Capitalization & Settlement of asset.
* Preparation of various MIS Reports.
* Preparation of Schedule for Finalization of Accounts
* Preparation of Revenue Budget
* Extensive knowledge in GST & VAT
* Dealing with multiple Vendors.
* Payables & Receivables Management.

**EMPLOYMENT DETAILS**

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| **HLL Lifecare Limited, Trivandrum, Kerala, India**  **Job Title: Accounts Officer** | **Jan 2016 to Current** |

HLL Lifecare Limited (A Government of India Enterprise) is an Indian healthcare manufacturing and Service providing company. It produces health care products, including: condoms, contraceptive pills, IUDs, surgical sutures, blood bags and Pharma products. MOODS brand is the flagship brand of HLL Lifecare Ltd. and works leading condom brand. HLL Lifecare Ltd. operates Diagnostic labs and imaging centers across India and offers Tele-radiology Services. . HLL is setting up AMRIT pharmacies across India for providing cheaper medicines for Cancer and Cardiovascular disorders..

* Exposure in Health Care Service division which includes Pathology labs, imaging, Pharma retail outlets etc…
* Vendor invoices verifications and preparation of statement with G/L a/c no’s.
* Asset capitalization and valuation of assets in SAP
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Sales Analysis through sales order processing module in SAP.
* Travel claim settlement through SAP.
* MIS preparation for management decision making- Payables & Receivable status (Daily/Weekly/ Monthly).
* Identifying and correcting stock discrepancies at client chains and stock audit.
* Finalization of Accounts.
* Allocation of Head Office expenses to factories/units
* Reconsiling Aseet Purchase Clearing Account Monthly.
* Fund replenishment to units and Passing entries for the same
* Scrutiny and Accounting of vouchers related to IT,Advertisement,Telephone bills etc
* Ledger scrutiny and preparation of rectification entries
* Settlement of miscellaneous bills
* Other works assigned by the controlling persons time to time

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| **AXIS BANK (Willingdon Island & Vytilla  Branch)**  **Job Title:Assistant Manger** | **Aug26th 2013 to 25th Jan 2016** |

**Axis Bank Ltd** is the third largest of the [private-sector banks in India](https://en.wikipedia.org/wiki/Private-sector_banks_in_India) offering a comprehensive suite of financial products. The bank has its head office in [Mumbai](https://en.wikipedia.org/wiki/Mumbai) and Registered office in Ahmedabad. The bank has over 50,000 employees (as of 31 March 2016). Indias third largest private sector bank.

* Preparation of books of accounts using Finacle Software.
* Reconciliation of office accounts - Ensuring timely resolution of customer queries and improving customer service levels.
* Handling Operational Works-customer service & queries,achieving monthly
* Handling different types of customer everyday is a challenge. Requirement differs for each and every customer.serving the customer with smile is the mantra we should follow.
* Handling Cash Management.
* Retail banking operations and cross sales.
* Managed the portfolio of the customers.

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| **Mohan’s Institute of  Corporate Studies, Choorakkad Tripunithura**  **Job Title: Lecturer** | **Oct 15th 2012 to Aug 20th 2013** |
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Many Company Secretaries were born with the support of ‘Mohan Sir’, the way the students called him. His two sons also became Company Secretaries in the due course. The dream to formalize it into an institute was always cherished by Mohan Sir, as by the time, he was also providing coaching for Chartered Accountancy as well.

* Conducts Programmes on Crisis Management and Personality Development
* Convey ideas for the students to better approach the life confidently and positively.

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| **Jivadhara Neuro Research and Development Hospital (Panangad)**  **Job Title: Accounts Assistant** | **APRIL 15th 2012 to Sept 2012** |

Jivadhara is a non-profit research organisation committed to the treatment of neuro-disabilities. JIVADHARA is a new medical treatment,a combination of Chinese originated acupuncture and Italian originated Electro homeopathy. It ensure the flow of life by removing all the blockages in the channels and impurity or vitiation in the blood and lymph.Helps to create balance in the vital energy and Electro homeopathy brings balance in the vital fluid. Electro homeopathy medicines are give continuously during the treatment and acupuncture course be given as 1 course of 12 continuous day with 15 days gap in between each course, then we support physiotherapy, speech therapy, Behavior therapy, music therapy etc.

* Handled the tasks of maintaining and analyzing [financial information](http://www.bestsampleresume.com/sample-accounting-resume/accounting-major-resume.html).
* Preparation of books of accounts using Tally Software.
* Kept proper record of books and [financial transactions](http://www.bestsampleresume.com/sample-accounting-resume/accounting-major-resume.html) of the organization.
* Assigned tasks of gathering, analyzing and interpreting financial performance and risks.
* Prepared tax fillings, balance sheet and cash flow.
* Preparation and audits financial statements.

**ACADEMIC BACKGROUND**

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| **2009-2012** | **Master of Commerce**  **Specialization:** Finance & Taxation | **Institution:** Swamy Saswathikananda College,Poothotta  (Mahatma Gandhi University) | 79% |
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| **2006-2009** | **Bachelor of commerce**  **Specialization**: Computer Application | **Institution:** Swamy Saswathikananda College,Poothotta  (Mahatma Gandhi University) | 82% |
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| **2004-2006** | **Plus Two**  **Specialization:** Commerce | **Institution:** St.Joseph’s CGHS,Tripunithura  (Kerala Board of Higher Secondary Education) | 79% |
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| **2004** | **SSLC** | **Institution:** Ambalamedu High School,Ambalamedu  (Kerala Board of Higher Secondary Education) | 55% |

**COMPUTER KNOWLEDGE**

* Well versed with MS Office packages.
* Good working knowledge of SAP (FICO) & Finacle, Tally ERP 9.
* Excellent keyboard skills.

**PERSONAL DETAILS**

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| **Date of Birth:** | 21st Feb 1989 | **Address:** | Sivaprasadam  Pokkolil(house), |
| **Sex:** | Female |  | Panangad P O |
| **Nationality:** | Indian |  | Ernakulam (Dist) |
| **Marital Status:** | Married |  | Kerala- 682506 |
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| **Passport No:** | H4440993 | **Expiry:** | 21st June 2019 |

**REFERENCES**

* Surya G Pottathil

Deputy Manager

HLL Lifecare Limited

Trivandrum

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* Sooraj C T

Branch Head

Axis Bank

Pala Branch

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