

***Curriculum Vitae***

*Sariga K. S*

***Chulliparambil House***

***West Kadungalloor***

***Aluva-10***

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***OBJECTIVE***

To work in a competitive environment where skill, initiative and commitment to excel is utilized to the maximum to get exposure to the Accounts industry

***CAREER PROFILE:***

* In-depth knowledge of the [accounting principles](http://www.bestsampleresume.com/sample-accounting-resume/accounting-assistant-resume.html##), book-keeping practices.
* Ability to communicate effectively and coordinate work with other staff members for day to day activities.
* Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data.
* Excellent in performing arithmetical calculations required for handling the accounts concerned.
* Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

***EDUCATIONAL QUALIFICATIONS:***

* Master of commerce ,  
  Mahathma Gandhi University, India 2011
* Bachelor of commerce,  
  Mahathma Gandhi University,India 2007

***Carrefour Dubai***

***Cashier (March 2012- September 2012)***

***Responsibilities***

* Responsible for counting money in cash drawers to make sure the correction of amount.
* Responsible for maintaining the area clean and orderly.
* Welcomed customers entering the Store.
* Responsible for solving customer's complaints.
* Credits, refunds, receipts are issued due to the customer's requirement.
* Responsible for answering phone calls of customer to provide all the information regarding to products.
* Done various other duties as assigned.

***Sree Sudheendra Medical Mission, India***[***Accounting Assistant***](http://www.bestsampleresume.com/sample-accounting-resume/accounting-assistant-resume.html##) ***May2009 – March 2011  
Responsibilities***

* Collect the necessary information and the source documents related to the financial transactions from the concerned people in the organization to update the financial statements daily.
* Keep a record of the payroll accounts and consider a worker's total working hours, deductions and increments to compute the total amount of salary payable to the workers of the organization.
* Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
* Submit monthly reports regarding the expenses and cashbook balances.
* File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes.
* Prepare and send notices to debtors for remittance of bills.
* Assist in designing and implementing internal budget control measures and send report about its effectiveness.
* Handle the tasks of maintaining a high standard accounting function including budgeting, compliance, policy, cost accounting and decision support.
* Ensure that all the financial records are maintained in accordance with Generally Accepted Accounting Principles and accounts are reconciled in a timely manner.
* Responsible for preparing monthly financial statement in accordance with the generally accepted accounting principles.
* Perform responsibilities of handling accounts payable and accounts receivable for the health group.
* Handle other essential tasks as required.

***Worked as a faculty KCSM,   
India, 2008-2009***

***Responsibilities***

* Providing information regarding the basics of computer i.e. Word, PowerPoint and uses of the Internet.
* Introducing the students with the various computer applications.
* Giving the information about software programming and programming.
* Teaching the students how to use computers for different purposes i.e. education, project work.
* Assigning projects to the students so they can handle the applications in real world context.
* Familiarizing students with the technical programs and inspiring them for being efficient in them.
* Offering the fundamental education to the students.
* Delivering the lectures on how to use the computer programs.
* Arranging the training programs for the students for being efficient in computer education.
* Utilizing the technical skills of students by providing them the best practice programs.
* Arranging the tests on a computer and providing the course material to the students.

***Computer Skills***

Post Graduate Diploma in Computer Application (PGDCA).

Microsoft Word, Excel, Access, Power Point, Outlook Express, Tally

***Software Skills***

**C, C++, FOXPRO, VISUAL BASIC, JAVA, Tally**

***LANGUAGE KNOWN***

English, Hindi, Malayalam

***PERSONAL INFORMATION***

Date of birth : 20-01-1987

Fathers Name : Satheesh K.K

Sex : Female

Nationality : Indian

Marital Status : Married

***PASSPORT DETAILS***

Passport Number : J6662790

Place of Issue : Cochin

Date of Issue : 02-08-2011

Date of Expiry : 01-08-2021

***Declaration:***

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

***Place***  ***SARIGA.K.S***