To be associated with a progressive organization, that gives great scope to apply my knowledge and skill and provide me great work experience

#### **Personal Profile**

**Name : SINI T.A**

##### Date of Birth : 13.05.1985

##### Sex : Female

##### Marital Status : Married

##### Religion & Cast : Christian, Latin

##### Communication Skill : English, Hindi & Malayalam

Nationality : Indian.

### Academic Profile

* SSLC –L.M.C.C H.S.G HIGH SCHOOL, PACHALAM
* Pre University Course – EASO BHAVAN, ERNAKULAM
* B .Com - EASO BHAVAN, ERNAKULAM
* M. Com – ST.THOMAS COLLEGE,ERNAKULAM

#### **Technical Skills**

* M.S Office , Tally 7.2 , P.G.D.C.A

**Hobbies**

* **Listening Music**

**Professional Experience**

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February 2007 –November 2014 Ernakulam, India.

**Company Name : XM Software Solutions (UAE Exchange Centre)**

**Designation : Officer-Finance and Accounts**

(Reporting to: Assistant Manager (Dealing)**)**

**Job Responsibilities:**

* Preparation & sending of Bank Reconciliation statements of foreign banks on a monthly basis to the Head Office. Following up with the Banks for all the outstanding debits & credits.
* Passing of Journal entries;
* Preparation & sending of statements to our global agents.
* Dealing with several Xpress Money Sending & Receiving foreign banks and other exchange houses regularly as the sole representative of Company thereby establishing and maintaining strong relationship with higher officials to drive revenue growth.
* Team work,
* Providing back end support forex dealing team for calculating average rate, advance funding to banks accounts

###### DECLARATION

######  *I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.*

Date : 25.07.2016

##### Place : Ernakulam Sini T.A