

SANGEETHA ROBIN

**Current location:**

[Ernakulam, Kerala](#)

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Address at Home Town:

Aimbooru (H)
Arakkunnam (P.O)
Ernakulam - 682313
Kerala - INDIA

Personal Data:

Name of Father : Baby Joseph
Date of Birth : 08-07-1989
Sex : Female
Nationality : Indian
Marital Status : Married

Passport Details:

Passport No : M 6005652
Place of Issue : Cochin
Date of Issue : 30-01-2015
Date of Expiry : 29-01-2025

Language Known:

English & Malayalam

Hobbies:

Travelling, Music and Cooking

Accountant with 5 years of Experience

CAREER OBJECTIVES

To pursue a challenging career in an organization where I can utilize my skills and experience to achieve the goals of the organization and which provides constant opportunities for my career advancement and self-development.

CORE COMPETENCIES

- Highly organized and dedicated with a positive attitude
- Ability to work in-groups as well as independently under minimal supervision
- Information and task monitoring
- Excellent communication
- Problem Identification and analysis
- Stress tolerance
- Adept at handling day to day accounting and administrative functions in co-ordination with internal/external departments for smooth financial operations
- A keen analyst with exceptional negotiation and relationship management skills and abilities in liaison with banks, financial institutions, regulatory authorities and other external agencies
- Strong principle and values in personnel and Professional life

PROFESSIONAL QUALIFICATIONS

Masters of Commerce (M.com-Finance) from Manimalakunnu College Koothattukulam, Kerala, Mahatma Gandhi University, Kerala, India (2010 to 2012).

Bachelor of Commerce (B.Com with Computer application) From Santhigiri College of Computer science, Mahatma Gandhi University, Kerala, India (2006 to 2009)

CERTIFICATIONS

- Office automation (MS Word, Excel, Power Point)
- Tally 9.0(E.R.P).
- Quick Books

SIGNIFICANT ACHIEVEMENTS

- Improved the accuracy of budget forecasts.
- Established good working relationships with customers & clients
- New product Launched for better sales volume
- Developed a new quality standard for better quality performance and reliability

Job Profile:

- Preparation of monthly reports to management and finalization of accounts to auditors
- Monitoring Payables & Receivables, Reconciliation of each Account on monthly basis.
- Monthly Reconciliation of Bank accounts
- Verifying and closing Petty Cash
- Monitoring of monthly sales and collection targets for each locations.
- Review of works done by the subordinates.
- Cross verification of daily invoices, cash receipts and PDC receipts and Bank deposits
- Checking of monthly Pay Roll., Preparation of Leave settlements of employees who are going on leave and final settlements of employees at the time of termination or resignation.
- Keeping a close Communication with banks, insurance companies and suppliers.
- Following up with sales persons for payments, sorting out the problems with overdue customers, ensuring before or if there is a credit facility granted to the customer the current sale is within the facility agreed.
- Inventory management (Aging Analysis, Arrange the Materials availability and price fixation)
- Assure prompt delivery of Materials.
- Make sure the limits of local purchase and Credit Notes,
- Collecting Feedback from Customers and take necessary action when it requires
- Respond to daily emails and follow up of new orders.

Accountant, Parayil Food Products Private Limited, Kerala, India (September 2012 – March-2015)

Job Profile

- Preparation of different monthly reports like P& L, Suppliers Outstanding, Customer Outstanding, Sales Analysis
- Updating of books and vouchers in Accounting Software's like Tally.
- Maintaining records, Documents, vouchers and files in order and up to date
- Reconciling of bank Accounts, Customer Accounts, Supplier Accounts
- Submitting Sales tax return
- Responsible for day to day finance and accounts operation
- Preparing monthly sales reports
- Preparing invoices, H-Forms & C- Form
- Cheque and demand draft preparations
- Follow up with suppliers and customers and maintaining relation with them
- Maintaining daily staff attendance register , Monthly leave register, New staff joining register
- Maintain online payment
- Handling Petty cash
- Preparation of Employees payroll and Terminal Settlements.
- Preparing bank balances
- Maintaining registers like Asset, cash, bank, purchases, sales and stock

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date:

Place: Ernakulam

Sangeetha Robin