

NEENA SUDHEESH

Accounts Assistant Cum Research Associate

Suni Systems Pvt Ltd, India

Mobile: 9995189169

Email: kgneena@gmail.com

Education

M.Com, MG
University (2007)

Date of Birth

20-02-1984

Gender

Female

Nationality

Indian

Languages Known

English, Malayalam

Marital Status

Married

Religion

Christian (LC)

Address

Kannickal House,
South Chittoor
Kochi- 682027

Objective

To be a part of a result oriented company where my skill and knowledge can be utilized towards continued growth and advancement in both ends and offer my individual effort as well as to add a teamwork value to the organization.

Key Skills

- Good command over calculations.
- Keen observer.
- Quick learner.
- Loyal towards work and duties.
- Ability to work under stressed conditions.
- Good communication skills.
- Well organised, able to deal with multiple workload at the same time.
- Ability to handle large quantities of financial data.

Computer Skills

- Operating Systems : Windows 2000, Windows XP
- Office Package : Microsoft Word, Excel, PowerPoint, Access
- Tally: Certificate in Tally 7.3 Version
- Post Graduate Diploma in Computer Application from RUTRONIX in the year of 2014.

Professional Experience:

Suni Systems Pvt Ltd, Ernakulam, Kerala
webindia123.com
2007 - Till Date

Designation: Accountants Assistant Cum Research Associate/ Data Entry Operator

Key Responsibilities Handled: Accounts Assistant

- Ensuring proper finalization and maintaining of books of accounts.
- Voucher preparation for daily petty cash payments.
- Cash Book preparation.
- Cash and Bank account preparation in Tally.
- Generating client billings for various projects.
- Mailing invoices to related clients.
- Maintaining official files.
- Preparing Salary statement, EPF/ESI/TDS,GST and other statutory deductions.
- Remitting & filing of EPF/ESI etc.
- Handling of bank related issues.
- Proficiency in preparing the weekly, monthly and annual reports for management.
- Responsible for preparation of final audit reports. Responsible for departmental planning, budgeting and billing.
- Responsible for maintaining accounting ledgers and computing account reconciliation.
- Responsible for maintaining the status of funds.
- Responsible for handling customer inquiries, research problems and develop solutions.
- Maintaining records of payment information.
- Taking care of filing, photocopying and binding of records.
- Filing all Important Documents/Invoices to be scanned.

Key Responsibilities Handled: Research Associate/ Data Entry Operator

- Responsible for keying in large amount of data in to computer databases.
- Responsible for performing other general administrative duties as requested by Managers.
- Responsible for compiling, sorting, and verifying and ensuring the accuracy of data before entering into system.
- Responsible for transferring information that is on paper to computer files.
- Analyzing and interpreting data.
- Responsible for finding out and removing old and out of date information from databases.
- Managing and developing existing databases.
- Ensuring the integrity of all databases, making it error free.
- Verifying customer's documents.

Reference

Ms Raji Ravi
Project Director
Webindia123.com
9995661476

Declaration :

I hereby declare that the above-mentioned information is correct to my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

NEENA SUDHEESH

Date:

Place :