

TREESAMMA JOSEPH
VALIYATHAYIL HOUSE
EZHUPUNNA SOUTH PO
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Career Objectives:

To pursue a suitable career in the Accounts Management function of the organization by fully utilizing my skills and potentials, thus contributing to the growth of the organization and myself.

Current organization:-

Organization: Keya foods International Pvt Ltd.

Period : 2009 October to till date.

Designation : Accountant.

Company Profile:

Manufacturer of freeze dried Herbs, Spices Seasonings, Instant Soups, Sauces, and pickles in popular brand "KEYA" having most modern processing unit located at Thuravoor, Alappuzha, in Kerala State.

Job profile:

- Bank payment uploading
- Payment & receipt entries
- Bank reconciliation
- GST – Preparation & return filing
- Petty cash book, Vouchers & other related duties
- Purchase – Verification, Accounting and Documentation
- Sales –Invoicing, Stock transfer notes, Job work invoice preparation.
- Preparation of Debit notes & Credit notes
- CRF, VRF and supporting documents collection and ledger reconciliation.
- MIS- daily reports & monthly reports.

Computer Proficiency:

1. Experience in Usage of SAP, Tally & Saffron.
2. Microsoft Office Applications (MS Word, MS Excel),

Academic Credentials:

B.Com (co-operation) from University of Kerala.

Personal details:

Date of Birth : 11/11/1984
Sex : Female
Marital Status : Married
Religion & Caste : Christian
Nationality : Indian

Languages Known : English, Malayalam

Declaration:

I hereby declare that the above information furnished by me is true to my knowledge and belief.

Place : EZHUPUNNA