

RESHMA SUSAN MATHEW

Peediakal (H)

Devagiri P.O, Kangazha

Kottayam Dist, Kerala

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CAREER OBJECTIVE

A challenging and rewarding position in a good organization where I can utilize my skills and knowledge. I aspire to find a leadership position where I will be responsible for garnering profits and extending customer bases.

ACADEMIC QUALIFICATION

MBA in Finance and Marketing (2016 - 2018): 70% (Awaiting for final semester results)

SCMS School Of Technology And Management, Kalamassery, Cochin

M. G. University, Kerala

B.Com in Computer Application (2013 - 2016): 65.91%

Saintgits College Of Applied Sciences, Pathamuttom, Kottayam

M. G. University, Kerala

12th (2012 - 2013): 87%

Our Own English High School, Dubai

CBSE

10th (2009 - 2010): 80%

Our Own English High School, Dubai

CBSE

PROFESSIONAL EXPERIENCE

Globesta Auditors, Kochi

Accounts & Audit Assistant

From 1.08.2018 to Till Date

- Preparation of journal entries and financial reports
- Preparation of invoices of various companies using TALLY ERP 9 software
- Preparation of Bank Reconciliation Statement
- Vouching of bills, expense analysis and opening balance verification
- TDS provisioning
- GST and ITR filing
- Income tax calculations
- Payment of bills of various companies using QuickBooks
- Payment of bills of various companies using Peachtree
- Identifying businesses using SAP
- Using Microsoft Excel in preparing reports

M.K. Kuruvilla Chartered Accountants Firm, Kottayam

Accounts Intern

From 1.04.2015 to 1.05.2015

- Checking the financial statements of various companies
- Preparation of journal entries and financial reports for various companies
- Assisted in filing, data entry and maintaining accurate and complete financial records

PERSONAL ATTRIBUTES

- Excellent verbal and communication skills
- Team building
- Quick learner adaptive by nature
- Good interpersonal skills and ability to work under pressure

PROJECTS HANDLED

B.Com

- A study on “The Tourist Satisfaction With Special Reference To Alapuzha District”

MBA

- A study on Life Insurance Claims at SBI Life Insurance, Thiruvalla
- Conducted a campaign on “Say No to Colourism” as a part of digital marketing from 15.07.2017 to 25.09.2017.
- Conducted an organization study at Kitex Limited, Kizhakambalam, for a period of one month from 4.04.2017 to 4.05.2017.
- Conducted a major project at South Indian Bank, Bangalore, for a period of two months from 4.02.2018 to 6.04.2018.

ADDITIONAL QUALIFICATION

Have passed NISM-Series-V-A: Mutual Fund Distributors Certification Examination, 2017

Have practical knowledge in Auditing, Taxation (GST, TDS, Income Tax) and Banking Accounting Software's (SAP, QuickBooks, Peachtree, TALLY ERP 9, MS Excel).

SOFTWARE SKILLS

Office Package: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access

LANGUAGES KNOWN

Proficient in English and Malayalam

Knowledge of Hindi

EXTRA CURRICULAR ACTIVITIES

Represented school and college in indoor and outdoor games
Won 2nd prize at inter college fest “Mahasangram” for HR Game
Have participated in a seminar on Intellectual Property Rights

INTERESTS/HOBBIES

Interest: Bank Management, Financial Management

Hobbies: Sports, Cooking, Dancing

PERSONAL DETAILS

Father's Name: Mathew P Joseph

Mother's Name: Shirly Mathew

Date of Birth: 16-04-1995

Gender: Female

Nationality: Indian

Religion: Christian

Marital Status: Single