**RESUME**

 

**Name:  Mable Prasad
E-mail:  mableprasad@gmail.com
Phone : 9746139521

OBJECTIVE:-**I will contribute my ability of working with commitment, honesty & sincerity to achieve the organizational goal and to grow with the organization working for. **COMPUTER SKILLS:-**-Ms- Office 2003, (Ms – Word, Excel) & Internet
-Accounting Software: - Tally 7.2,.
 **EDUCATION QUALIFICATION:-**- Master Degree Completed from Deva matha College ( M G University)
- Bachelor of Commerce from Deva matha College ( M G University)
- Plus Two with commerce from Kendriya Vidayalaya, (AISSCE Delhi Board)
- Matriculation from Kendriya Vidyalaya (AISSE Delhi Board )
 **WORK EXPERIENCE:-**-One year accounting experience under Chartered Accountant. -One year accounts experience in a Tiles and Marbles Shop -One year experience in a financial Corporation

**PRESENT STATUS AND NATURE**

-Presently working in Muthoot Health Care Pvt Ltd. from July 2012 – till date

**NATURE OF WORK:-**

-General accounts related work such as preparation of vouchers, record Keeping
-Generating Sales Invoices.
-Handling day to day Accounts -Petty Cash Management & Cash book Reconciliation.
-Making Reports as per Management Requirement.
-Follow Up with Local Bank for Banking Transaction.
-Works as Bridge with HO and Branch.
-Entries of cash Book, Sales Bills & Purchase Bills etc.
--Maintain Ledger for Sales, purchase.
-Making Vouchers & Entries in Computer.
-Cash Handling & Preparation of Day Book.
 **PERSONAL PROFILE:-**Date of Birth:  14.07.1977 Religion : Christian (Roman Catholic)

Address:  Kochukuttpuram (H)

Thalayolaparambu P O

 Kottayam Dt , 686605

Marital Status Married Languages Known English, Hindi, Malayalam

**PERSONAL SKILLS:-**

Ability to work with people at all levels Independent Thinker Decision makes & problem solving nature. Good communication skill

**DECLARATION**

I hereby declare that all the information’s are true to the best of my knowledge & belief