



# Lakshmi B

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Mappath House, Irumbanam,  
Tripunithura  
Ernakulam, Kerala

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**Phone:** 9539646483

## WORK EXPERIENCE

### Concord Enterprises, Kochi

April 2018 — March 2019

Accounts Assistant

- Bank reconciliation
- Receipt
- Payment
- Payroll
- Petty expense statement
- Dealing with voucher & TA
- Other company related accounts work

Summary of Role : As an active employee in Concord Enterprises Pvt Ltd, I have been successful in working as Accounts Assistant from the year 2018 - 2019.

## ROLES

- Ledger reconciliation and bank reconciliation.
- Preparation of receipt and payment transaction.
- Preparation of dealer wise sales report.
- Preparation of cash voucher and bank chellan manually.
- Assistance in payroll administration.
- Filing classification and documentation.
- Receiving and processing all invoices and cash vouchers.
- Other company related account works.

## IT WORKING SKILLS

- Worked on Tally, Office Automation software platforms.
- Packages known include MS Office Advanced.
- Excellent communication, organisational and presentation skills.
- Expert in Internet info gathering.
- Technical skills include C++, SQL, VB, HTML.

## EDUCATION

### MBA-FINANCE

2016 — 2018

BHAVAN'S ROYAL INSTITUTE OF MANAGEMENT  
CUSAT with aggregate of 68 %

### BACHELOR OF COMMERCE

2013 — 2016

NIRMALA ARTS & SCIENCE COLLEGE, MULAMTHURUTHY  
M.G University with aggregate of 70 %

### PLUS TWO

2013

St. Joseph's CGHSS, Thripunithura

STATE Board with 74%

**10th**

**2011**

St. Joseph's CGHSS, Thripunithura

STATE Board with 77%

## ACHIEVEMENTS

- Undergone Gold Auditor Course conducted by Sonal Gold Institute.
- Undergone an internship in Hindustan Organic Chemical Limited (HOCL) for a period of 3 months.
- Also did a project on tax planning and e-filing procedures among salaried employees.
- Attended short term training in Accounting Package and Office Automation from CDIT.
- Participated in the International Conference on Human Resource Development held at CUSAT.
- Technical skills include C++, SQL, VB, HTML.
- Participated in the International Symposium on "Analytics : Transform Insights into Action."
- Won cash prize from NSS for scoring high mark in 10th and +2.

## PERSONAL DETAILS

Age & Date of birth: 23, 20/04/1996

Marital Status: Single

Languages known: English, Malayalam, Hindi

## REFERENCES

**Dr. Rajagopala Nair**

Dean

Bhavan's Royal Institute of Management, Cochin

**Mrs Hema**

Senior Accountant,

Concord Enterprises, Cochin

## DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge.

Place:

LAKSHMI B

Date: