



NAMITHA A PALAMUTTAM

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Executive Summary

Looking forward an exciting and challenging career for further professional development and hence in the development of the organisation where I am placed.

Signsilk Retail Pvt Ltd, Jomer Symphony, Vyttila, Ernakulam From: June 2020 to August 2020 Deputy Manager, Finance

- Preparation of Financial Statement and reporting to Managing Director
- GST Filing
- Manage phone calls, speaking with clients and handling complaints
- Preparing reports and presentation, handling the sales team

Software: Peachtree, Tally

Marq BPO Solution Pvt Ltd, Geo Infopark, Cochin From: December 2019 to February 2020 Customer Service Officer

- CRM updation
- Validation call of Etisalat customer
- Sales call for Etisalat Wifi

Software: CRM, Execl

Saadco Group (Includes Saadco Passenger Transport LLC, NHS Scaffolding Contracting LLC, Procure Executive services LLC, Procure cleaning Services LLC), Dubai From: April 2018 to September 2019 Admin Head & Account Manager

- Take the lead in managing client relationships and account teams.
- Manage phone calls and correspondence (receiving & sending emails) taking memos and maintaining files
- Manage agendas/travel arrangements/appointment
- Speaking with clients, handling clients complaints and ensure quality client services
- Supervising administration staff and dividing responsibilities to ensure performance
- Create and update records and database with personal and financial and other data
- Submit report and prepare presentation
- Assist colleagues whenever necessary
- Overseeing Financing, Accounting & Financial Reporting, VAT matters, Audits
- Responsible for running day to day activities of the branch.
- Checking and Authorizing Vouchers Closing teller cash at the end of the day.
- Preparation of Financial Statement for 4 Companies (Balance sheet, Profit and loss Account and cash flows) and reporting to the board of directors
- Tracking of Cheque deposit & Cheque clearance, Bank reconciliation.
- Tracking annual renewal component like tenancy contracts, Vehicles renewal, trade License,
- Salary process and WPS process, Insurance, Workmen's Compensation.
- Budget preparation after confirmation of sales with outside expense & hire of Equipment with Sales team & operation department

Software used: MS Excel, MS Word, Peachtree

Conduent Business Services India Pvt. Ltd, InfoPark SEZ, Kakkanad Kochi From: Feb 2016 to March 2018
Accounting Associate II handling Accounts Payable and Accounts receivable

- Handles Vehicle invoice processing and payment processing for General Motors Brazil, Singapore, and Korea & Adam Opel.
- Prepares cash reconciliation, Supplier reconciliation & SOA reconciliation
- Payment date accounting and weekly analysis reports for Payments and Vehicle movements.
- Prepares Month End Activities including Journal entry preparation and posting in SAP
- Preparation and Analysis of Imbalance Report
- Research and resolve Business unit inquiries for all the functional areas.
- Invoice processing.
- Imparting technical training to sales & operational team

Software used: MS Excel, MS Word, SAP FICO

Accountant Service Society, Ernakulam From: Jan 2015-Jan 2016 Accountant and Student Councillor

- Preparation of Financial Statement
- Vouching of Accounting Transaction with Supporting Documents
- Managing phone calls and encouraging students to join the team
- Follow up of Ledger Account and Maintain Day Book
- Preparation of Bank Reconciliation Statement
- Billing and Fee collection
- Preparing presentation and guiding the students to plan for their future

Software Used: Tally, Excel

Education

2014 Diploma in Corporate Accounting and Management
2012 B.com Graduation
2009 12th from Secondary Educational Board of Kerala

Personal Dossier

Date of Birth : 27th December 1991
Permanent Address: D/O Anil Palamuttam Aisha Manzil Kunnumparam, Kakkanad Kerala- 682021
Sex : Female
Nationality : Indian
Religion : Islam, Muslim
Marital Status : Married
Blood group : B+ve
Passport No : P7465098
Language Known: English, Malayalam, Hindi, Arabic (Read & Write)

Computer Knowledge

Working Knowledge of Tally (7.2, 8.1, 9 and ERP9)
M S Office (Word, Excel, Power Point)
Internet Applications
SAP FICO / Business one
Quick Book , Peachtree & CRM

