



SYBEL MONTEIRO

CONTACT

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OBJECTIVE

To work for an organization with dedication, commitment and empathetic approach through a genuine desire to assist in demanding situation and challenging environment for growth opportunities.

WORK EXPERIENCE

Organisation : Associated Trades
Tenure : 1994 - 1998
Designation : Cashier/Clerk

Job Responsibility

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Process and prepare documents, such as business or government forms and expense reports.
- Maintained monthly, weekly and daily reports of all transactions
- Assisted in cash management and payroll for approximately seven employees
- Compiled financial records and retrieved files for personnel
- Answered calls and delivered messages to personnel
- Answered customers' questions and provided information on procedures or company policies
- Received payment by cash and check
Issued receipts, refunds or change due to customers

PERSONAL DETAILS

HUSBAND NAME - Anand Alex
DOB - 12/12/1970
NATIONALITY - Indian
MARITAL STATUS - Married
RELIGION - Christian/
Anglo Indian

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PERMANENT ADDRESS

H.No. 3/1037A, Dreams
Eraveli Road, Cochin 2

COMPUTER SKILLS

MS Office
Word, Excel
Open Office
Power Point

SOFTWARE SKILLS

Oracle
SAP

Organization : Family Food Centre
Organization Type : Chain of Supermarket Fresh & Frozen
Food & Bakery (FMCG)
Designation : Accountant
Reporting To Finance Manager
Tenure : Feb, 2008 to Sep2021

Area of Experience: Finance & Accounting, Management, Banking, Responsibility Financial Reporting, Financial Analysis, Accounts Payable & Receivables Assist & prepare schedules for Year End Closing and Audit, Inventory Management, Banking

Brief Job Description
(Accountant)

- Supervise Daily Bank reconciliation and Bank Dealings for Clearings on daily basis.
- Supervise Petty Cash Matters relating to Disbursements and further Funds Releases.
- Independently Managing Purchases & Accounts Payables, Sales & Receivables
- Accounts Payable & Receivable Analysis including Aging, Sales Trends and Irregularities assessment.
- Guide subordinates for general ledgers preparation & authorize for Chart of Accounts Entries.
- Independently checking of Payroll, Leave settlements, Gratuity, and Final Settlements.
- Checking and verification Vouchers including Bank/Cash Receipt/Payment, and Journal Vouchers.
- Assure Compliance of System Controls by training and counseling of junior staff.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.

EDUCATION

Masters in Economics (M.A)

Mahatma Gandhi University- 1993

Bachelors in Economics(B. A)

Mahatma Gandhi University- 1991

Diploma in Bookkeeping & Accounting

Indian Chamber of Commerce & Industries

SKILLS

- Analytical Thinking ★ ★ ★ ★ ★
- Computer Literate ★ ★ ★ ★ ★
- Communication Skill ★ ★ ★ ★ ★
- Leadership ★ ★ ★ ★ ★
- Decision Making ★ ★ ★ ★ ★

DECLARATION

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

PLACE - KOCHI

SYBEL MONTEIRO