



ROSEMARIYA PAUL

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PROFILE

A highly organized and motivated professional with a good academic track record. I would like to utilize my skills for achieving the target and developing the best performance in the organization. I am enthusiastically seeking a responsible position in the field of Engineering, Design and Management.

EXPERIENCE

OCS GROUP (INDIA) PVT LTD

APRIL 2022- AUG 2022

ACCOUNTS & ADMIN

- Credit Control-AR (Kochi & TVM)
- Sales Invoice preparation (software)
- Invoice supporting documents coordination
- Verified invoices against orders and submission
- Documents management
- Admin support
- Front office and recruitment Support

UNICORN POWER SOLUTIONS PVT LTD.

Oct 2019 to March 2022

ASST.OFFICER ACCOUNTS AND SERVICE COORDINATOR

- Managed accounts payable, receivables and petty cash book
- Reconciled accounts against statements
- Recorded transactions in Tally prime and ERP 9
- Obtain payments from customers with timely invoicing (AMC & Service) and follow up on past-due accounts
- Sales & Purchase invoices booking
- Managed payroll functions-Salary, Incentives, bonuses & statutory functions
- Bank transactions-Payments and Transfer (Paylite)
- Maintain daily Sales and Purchase orders, delivery challan
- Generating EWAY Bills
- Assist to prepare monthly reports & GST filing
- PF,ESI,PT,IT and LWF filing
- Monthly claim and installation claim data preparation
- Daily Service report verifying and claim settlement of engineers
- Assigning the calls to engineers and provide PM schedule list
- Quotation Preparing (AMC, Battery and service).

EDUCATION

Course	Board	Institute	Year of Passing	Percentage
M.COM	Central University	IGNOU	PURSUING	
BA Economics	Mahatma Gandhi University	St. Paul's college, Kalamassery	2019	60%
H.S.E	Kerala	St. Philomena's Koonammavu	2016	71%
S.S.L.C	Kerala	St. George's H.S.S.	2014	88%

ACADEMIC PRESENTATIONS

A Study on use of E-Banking facility and its impact on retail business, A Case of study of Kalamassery Municipality

ADDRESS

Alappatt House,Mannamthuruth
Varapuzha P.O, Ernakulam.
Kerala-683517

PERSONAL INFORMATION

- Date of birth: 31-10-1998
- Gender: Female
- Nationality: Indian
- Martial Status: Single
- Religion : Christian

CORE COMPETENCIES

- Efficient Organizational skills
- Excellent Inter-personal skills
- Strong communication skill
- Good coordination skill
- Time management
- Financial Accounting
- HR and Admin Operations

SOFTWARE SKILLS

- Micorsoft Office
- Tally Prime
- MS Excel
- MS Word

CERTIFICATIONS

- Diploma in Financial Accounting

LANGUAGES

- English:Fluent
- Malayalam: Fluent
- Tamil: Intermediate