

CHRISTY VINCENT

Nationality: Indian **Date of birth:** 20/11/1988 **Gender:** Female **Phone number:** (+91) 7736702894

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Home: Kizhavana House Kadavanthara P O, 682020 Cochin, Kerala (India)

ABOUT ME

Highly motivated accounting professional with diverse experience in finance, audit, and SAP. Seeking a challenging role to apply expertise in financial management and contribute to organizational success. Proficient in Microsoft Office and Tally.

EDUCATION AND TRAINING

Bachelor's in Commerce

MG University [2009]

Country: India

Final grade: 58.5%

Higher Secondary Examination (Plus Two)

Kerala Board [2006]

Country: India

Final grade: 65.5%

Senior Secondary Examination (10th)

Kerala Board [2004]

Final grade: 48.7%

Diploma in Computerised Financial Accounting(DCFA)

PGDCA

WORK EXPERIENCE

Accountant

Manjusha Group [04/2009 - 01/2010]

City: Kadavanthara

Country: India

Audit Assistant

Jose Kappen & Co. (Chartered Accountant Firm) [01/2010 - 01/2011]

Country: India

Accounting Associate in Accounts Payables for GENERAL MOTORS, under SAP Platform

ACS XEROX, Infopark Cochin [29/09/2011 - 30/04/2017]

Country: India

HONOURS AND AWARDS

Eagle Squad Award for Excellent Team Spirit

ACS XEROX, Infopark [2016]

JOB PROFILE

- Co-ordination of Prepaid & Postpaid Distributors
- No Due Certificate collection and clearing issues of Channel partners
- Sales order processing, Sending statement of Accounts, Invoices.
- Sending Back Reconciliation, MTD, Dealer commission Reports to Dept Heads
- Billing Easy recharge for all ARCs and Distributors, taking care of Claims and Easy Invoice
- Passing Collection Entries, Clearing through SAP.

ORGANISATIONAL SKILLS

Time Management

Throughout my work experience in different roles, I have developed strong time management skills. Meeting deadlines for financial reporting, audits, and various accounting tasks was crucial in my positions, and I successfully organized my workload to ensure timely completion of assignments.

Prioritization

Working in fast-paced environments and handling accounts required the ability to prioritize tasks effectively. I demonstrated the capability to identify and address urgent financial matters promptly while managing day-to-day responsibilities efficiently.

Attention to Detail

As an Accountant, precision is paramount. I have shown an exceptional eye for detail when preparing financial statements, reconciling accounts, and conducting audits. This meticulous approach ensured accuracy and minimized errors in financial reporting.

Multitasking

Balancing various accounting responsibilities demanded multitasking abilities. I efficiently handled different accounting functions simultaneously, maintaining focus and accuracy in all tasks.

Record Keeping

I am skilled at maintaining well-organized financial records, including invoices, receipts, and expense reports. My proficiency in using Microsoft Office (Word, Excel, and PowerPoint) aided in creating comprehensive and structured documentation.

DIGITAL SKILLS

Microsoft Office (Word , Excel and Power Point) / Proficiency of using computer and internet / Good command of SAP / Tally / Accounting Software

HOBBIES AND INTERESTS

Listening to Music, Traveling and Sports

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s): **English**

I hereby declare that above furnished details are correct to the best of my knowledge and belief.

Place: Kadavanthara