



# RESHMA I M

- 📍 Thuravoor, India
- 📞 9656423629
- ✉️ rireshma19@gmail.com

## PROFESSIONAL SUMMARY

Detailed oriented professional with ability to manage multiple competing priorities. Proactive person having experience in Internal auditing, Statutory auditing and Accounts with strong organizational skills and performs well with a variety of disciplines while remaining effective with demanding workloads

## EXPERIENCE

### SR INTERNAL AUDITOR, 07/2017 - Current

*Indel Automotive Pvt Ltd, Indel Corporation*, Ernakulum, India, India

- Conducting Internal Audit as per the program given from the department
- Systematically reviewed documents and assembled financial statements
- Conducted operational and financial analysis to ensure no revenue loss incurred to organization
- Assurance to Internal controls and company policies are followed properly

### ACCOUNTS EXECUTIVE, 12/2016 - 06/2017

*Megaamedia*, Ernakulum, India, India

- Accounts Payable & Receivable
- Reconciliation of banks , loans & Inf
- Monthly MIS to finance head

### ACCOUNTS ASSISTANT, 03/2015 - 11/2016

*Gois software Labs Pvt Ltd*, Ernakulum, India, India

- Verification of trail balance
- Verification and rectification of clients' accounts
- Management of accounts receivable, accounts payable
- Reconciliation of banks

## SKILLS

### Professional:-

- Able to work in fast paced
- Environment with extreme multi-Tasking.
- Handling sensitive client data with
- Utmost discretion, care and accuracy
- Holding all information in strictest
- Confidence
- Able to work independently on
- Projects requiring research and
- Preparation

### Personal:-

- Leadership and team management
- Ability to remain calm in stressful
- Situations
- Ability to interact with cross functional
- Teams to achieve objectives
- Quick learner & self-motivated
- Analytical and reasoning ability
- Attention to detail and high level of
- Accuracy

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**EDUCATION**

**ETTUMANOORAPPAN COLLEGE**, Ettumanoor, 2015  
**BCOM**

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**ST MICHEALS HIGHER SECONDARY SCHOOL**, Vechoor, +2, 2012

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**ST MICHEALS HIGHER SECONDARY SCHOOL**, Vechoor, SSLC, 2010

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**PERSONAL  
INFORMATION**

- DOB -18-03-1995
- Gender - Female
- Marital Status - Married
- Religious – Hindu

**Declaration**

The above given information is true to the best of my knowledge. I assure you to offer my best efforts if given a chance in your esteemed organization. Thank you for your time and courtesy in reviewing this material for your consideration.

Date  
Place

Signature  
RESHMA .IM