

SANEERA MAMMOO

Accountant

Contact

Address

Chullikkal, Ernakulam
Kerala, 682001

Phone

989 582 3458

E-mail

saneeramammoo@gmail.com

Skills

MS Excel

Excellent

MS Office

Excellent

Adobe page maker

Very Good

Tally

Excellent

MS Dos

Excellent

Adobe photoshop

Very Good

FoxPro

Detail-oriented Accountant with more than 10 years' experience in effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex business actions including mergers and acquisitions and divestitures.

Work History

2015-09 -
2021-04

Accountant

Cochin Rahumania, Ernakulam, Kerala

- Gathered financial information, prepared documents, and closed books.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Monitored employee team while handling day-to-day accounting processes and financial accuracy.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Produced and distributed invoices and financial documents.

2011-05 -
2014-12

Supporting Officer

Reliance Genral Insurance, Ernakulam, Kerala

- Customer follow ups
- Preparing MIS & sending to H O
- Coordinating with sales team for smooth process
- Assist the underwriting works
- Renewal follow ups of Motor & non motor policies for Kerala region
- Scrutiny of IRDA & BAS code forms and submitting to H O
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

2004-03 -
2011-04

Accountant

Net Lines Pvt Ltd Co, Ernakulam, Kerala

- Monitored status of accounts receivable and

Very Good

Account reconciliation specialist

Excellent

Software

MS Excel

Excellent

Tally

Excellent

MS Office

Excellent

Languages

Malayalam

Excellent

English

Very Good

Hindi

Very Good

payable to facilitate prompt processing.

- Communicated with suppliers to reconcile invoice payments.
- Evaluated employee expense reports and verified accuracy.
- Completed financial reports to inform managers and stakeholders.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.

Education

1990-06 -

High School Diploma

1992-04

Fatima Girls High School - Ernakulam

1994-07 -

Bachelor of Arts: Economics

1997-04

MG University - Ernakulam

Post Graduate Diploma in Computer Application: Computer Application

PGDCA - Cochin