



# CHAITHRA RAMACHANDRAN

MBA (Finance/HR)

**CAREER OBJECTIVE :** To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

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☎ 0566382124

📍 Sharjah, UAE

📅 Visa : Spouse Visa

## EDUCATION

### Master of Business Administration (MBA) Centre for Management Studies, Kerala.

2019 - 2021

CGPA-71%

Specialization

- Finance
- Human Resource (HR)

### Bachelor of Commerce (B.COM)

EK Nayanar Memorial Government College,  
Elerithattu, Nileshtar, Kerala.

2016 - 2019

CGPA- 72%

Specialization

- Co-operation

## ACADEMIC PROJECTS

### Quality of Work-Life

- A Study on the Influence of Quality of Work-Life on Productivity with reference to Sushanth Ceramics, Payyanur.

### Feasibility Study

- A Study on the Feasibility of implementing Home Delivery Service for Payyanur Supplyco in the Post Covid-19 Scenario.

### Customer Satisfaction

- A Study on Customer Satisfaction of Mallar Coconut Oil.

## WORK EXPERIENCE

### Accounts & Admin Assistant SUSHANTH CERAMICS

10/2021 - 06/2022

Payyanur, Kannur, Kerala

DUTIES & RESPONSIBILITIES :

- Assist accountant for bill payments, petty cash & invoicing.
- Recording and filing cash transactions & Prepare Bank deposits and Bank Reconciliation.
- Summarises current financial status by preparing Profit & Loss Account, Balancesheet and other reports.
- Preparation and maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit & Credit Note Register, Stock Register etc.
- Perform clerical duties, maintain files & Organize documents.
- Create and Manage Excel Worksheets & Workbooks.
- Coordinate office activities & operations to secure efficiency and compliance with company policies.
- Recording & maintaining payroll records and transactions.

## SKILLS

Quick Learner

Proactive

Communication skills

Interpersonal Skills

Team Player

Adaptability

Analytical Thinking

Tally ERP9

Tally Prime

SPSS

MS Word

MS Excel

MS Powerpoint

## POSITION OF RESPONSIBILITY

### Member of Crisis Management Event (2019)

Conducted and coordinated the Crisis Management Event in the National Level Management Fest ACCOLADE2019.

### Member of Co-ordination (2017)

Co-ordinated and hosted the National Seminar on the topic "Innovation in business, Management and Accounting."

## CERTIFICATES

### Advanced Level Microsoft Excel

Certified Microsoft Excel for Professional.

### National Seminar Certificate

Goods and Services Taxation in India- Sponsored by Directorate of Collegiate Education, Government of Kerala.

### Tally Essential Comprehensive- (GST & GCC VAT)

Tally Essential Comprehensive (Tally Prime & Tally ERP9) from Tally Education Private Limited (TEPL), Bangalore.

### DCFA - IGNET NEW DELHI

Diploma in Computerized Financial Accounting - Indira Gandhi National Educational Trust- Reg. Society under Govt of India, New Delhi.

## LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

## INTERESTED AREAS

Finance

Human Resource

Administration

Business Resesarch

Data Analysis