



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.

✉ chaithran97@gmail.com

☎ 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, pettycash & 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 - IGMET 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