

# CURRICULUM VITAE

**KRISHNAPRIYA**

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## **Objective**

*To become an integral part of a dynamic and growing organization in admin/finance department, while working towards improving company prospects and realizing personal goals.*

## **Experience**

<b>April 2016 – Feb 2017</b>	<b>Transaction Assistant – Administration</b> <b>HDFC BANK, KERALA, INDIA</b>
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- Handling office task such as filing and documentation.
- Deal with telephone enquiries and emails
- Customer support
- Photo copy and print various documents.
- Sending MIS.
- Entering data by using excel and Banking software
- Write down minutes
- *Work collaboratively with Relationship Manager to ensure that accounts are Maintained accordance with the company's policy and ensuring the Smooth operation in the absence of RM.*
- *Verification & Processing of Loan documents, Creating new loan accounts on the Banking system*
- *Following up of debt collection of the Loan Payments*

<b>Sept 2015 – March 2016</b>	<b>Accounts Trainee</b> <b>GOPINATH CHARTERED ACCOUNTANT COMPANY, KERALA, INDIA</b>
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- *Scrutinizing of Finalization accounts (Individual & Corporate)*
- *Auditing of Cooperative Bank accounts*

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## Education and Certification Details:

<i>Education</i>	<ul style="list-style-type: none"><li>➤ <b>MBA IN HUMAN RESOURCE MANAGEMENT (Barathiar University )</b></li><li>➤ <i>Bachelor of commerce(Calicut University)</i></li></ul>
<b>Technical Qualification</b>	<ul style="list-style-type: none"><li>➤ <i>Certified Professional Accountant – Diploma</i> Institute of Professional Accountant, India</li><li>➤ <i>Diploma in Office Administration</i> NIIT, India</li></ul>

## Computer Skills

*MS Office (Excel / Word)*

Hands on experience in Banking software's like LOS, FINNEONE, FLEXCUBE, IDEA LOS, FTS

## Accounting Skills

### **Software: Tally and Peach Tree**

- Writing up to books and finalization of accounts of Trading, Manufacturing and service industries
- Generation of various accounting reports including Bank Reconciliation Statement, Ageing analysis, Income and expenditure statement etc...
- Maintenance of various Register like Purchase register, Sales register, Journal register, Debit note Register, Credit note Register, Cheque register etc...
- Preparation and submission of Income Tax, Sales tax, VAT, Service tax, TDS, EPF Returns
- Other relevant works associated with book keeping.

## Personal Details

<i>Date of Birth</i>	<i>25/05/1986</i>
<i>Marital Status</i>	<i>Married</i>
<i>Nationality</i>	<i>Indian</i>
<i>Visa Status</i>	<i>Residence Visa (Husband Sponsorship)</i>
<i>Present Address</i>	<i>Muweilah , Sharjah</i>
<i>Interests</i>	<i>Music &amp; dancing</i>