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| *KRISHNAPRIYA*  |  |
| ***Mail to:*** *Krishna.param@outlook.com****Mobile:*** *+971 56 235 1001* |

 **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**

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| ***April 2016 – Feb 2017*** |  ***Transaction Assistant – Administration******HDFC BANK, KERALA, INDIA***  |
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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,* C*reating new loan accounts on the Banking system*
* *Following up of debt collection of the Loan Payments*

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| ***Sept 2015 – March 2016*** |  ***Accounts Trainee*****GOPINATH CHARTERED ACCOUNTANT COMPANY, KERALA, INDIA** |

* *Scrutinizing of Finalization accounts (Individual & Corporate)*
* *Auditing of Cooperative Bank accounts*

###### Education and Certification Details*:*

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| *Education* | * ***MBA IN HUMAN RESOURCE MANAGEMENT (Barathiar University*** *)*
* *Bachelor of commerce(Calicut University)*
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| ***Technical Qualification*** | * Certified Professional Accountant – Diploma

Institute of Professional Accountant, India |
| * *Diploma in Office Administration*

*NIIT, India* |

***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**

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| *Date of Birth* | 25/05/1986 |
| *Marital Status* | *Married* |
| *Nationality* | *Indian* |
| *Visa Status* | *Residence Visa (Husband Sponsorship)* |
| *Present Address* | Muweilah , Sharjah  |
| *Interests* | *Music & dancing* |