|  |  |
| --- | --- |
| *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**

|  |  |
| --- | --- |
| ***April 2016 – Feb 2017*** | ***Transaction Assistant – Administration***  ***HDFC BANK, KERALA, INDIA*** |
|  |  |

* 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*

|  |  |
| --- | --- |
| ***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*:*

###### 

|  |  |
| --- | --- |
| *Education* | * ***MBA IN HUMAN RESOURCE MANAGEMENT (Barathiar University*** *)* * *Bachelor of commerce(Calicut University)* |
|  | |
| ***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**

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