

Naigy Prance

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CAREER OBJECTIVE

A challenging role in a fast paced, open cultures, Global Organization with a strong functional background of Accounts and Finance which offers tremendous growth, potential and wide exposure in the above specified domain, which in turn helps me to develop as a potential finance professional.

PROFESSIONAL EXPERIENCE

- 1. Name of Organization : South Indian Poultry Equipments**
: Accountant and Marketing
(Accounting, Administration, HR Functions)
Period of Employment : 2019 October to 2021 December

DUTIES AND RESPONSIBILITIES

- > Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document
- > Business transactions and regular bank reconciliation.
- > Handling petty cash and petty cash transactions entries.
- > Prepare and review and enter Revenue, expense, payroll entries, TDS entries, manufacturing journal entries and stock journal entries, invoices, and other accounting docs.
- > Assist PRO in absence of Admin Assistant

- 2. Name of Organization : National Traders, Nedumbassery, Kerala, India**
: Export and Import Billing
Period of Employment : June 2016 to August 2019

DUTIES AND RESPONSIBILITIES

- > Software's used — FOCUS for Export Billing and Royal Impex for Import Billing
- > Processing of Import & Export documentations, Invoicing
- > Assist in preparation of billing and shipping documents
- > Tracking of Shipments
- > Liaise and follow up with forwarders, Carriers for shipment / delivery status

- 3. Customer Care Service : IDEA Mobile Commerce Services LTD, Kerala, India**
Nedumbassery Airport
Period of Employment : February 2015 to March 2016

- 4. Name of Organization : Sai Auto Service, Cochin, Kerala, India**
: Dealer Management System
Period of Employment : June 2014 to January 2015
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**PROFESSIONAL
QUALIFICATIONS**

<i>Course</i>	<i>Year</i>	<i>% of Marks</i>	<i>University/Board</i>
<i>Diploma in Computer Engineering</i>	<i>2013</i>	<i>76%</i>	<i>Anna University, Tamil Nadu, India</i>
<i>Plus Two</i>	<i>2009</i>	<i>70%</i>	<i>Board of Higher Secondary, Kerala</i>
<i>SSLC</i>	<i>2007</i>	<i>70%</i>	<i>Board of Public Examination, Kerala</i>

OTHER TECHNICAL QUALIFICATIONS

Software's— AutoCAD, MS Office

- *Advanced Hardware & Networking.*
- *Graphic Designing and Animation*
- *Tally ERP 9 and Tally Prime*

PERSONAL PROFILE

Nationality : *Indian*
Gender : *Female*
Marital Status : *Married*
Visa Status : *Family*
Languages Known : *English, Hindi, Tamil and Malayalam*

**REFERENCES PROVIDED ON
REQUEST**
