

RESMI VINRAJ

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resmivinurajv1@gmail.com



To get challenging position in a reputed organization, with a stimulating work environment where I can enhance my ability and skills in conjunction with company's goal and objectives.

PROFILE SUMMARY

- A competent professional with nearly 14 years of experience in Operations and Accounts.
- Receiving and processing all invoices, expense forms and requests for payment.
- Preparing cheques for payment.
- Good organization and administrative skills.
- Experience with balance sheet analysis and reconciliation.
- Management of petty cash. Cashbook reconciliations
- P&L and balance sheets reporting.
- The posting of Accruals, Prepayments, and Journals.
- Checking, calculation and processing of management fees, rebates and revenue.
- Preparation of periodic financial statements, cash flows and associated notes.
- Maintaining the general ledger. Sales and purchase ledger.
- **Preparing financial statements, including tax returns and GST calculations.**
- Strong Excel skills .Sufficient experience in managing entire process operation with an aim to accomplish corporate plan & goal successfully
- Excellent interpersonal skills with problem solving, logical thinking & analytical
- Adroit in ensuring delivery of high quality service to support customer business needs & achieving continued high customer satisfaction from all operation; users for service.

WORK EXPERIENCES

➤ Organization: Canteen Store Department.

Designation : DEO (On Contract base)

Tenure : March 2021 – till date.

➤ Organization : Natura BioScience Industries Pvt Ltd.

Designation : Assistant Operations

Tenure : July 2015 –March 2021

Profile : Operations & Accounts, Cash & Bank Transactions, GST Billing & Logistics works.

➤ Organization : KARVY DATA MANAGEMENT SERVICES Ltd

Designation : IRO (Information Relationship Officer)

Tenure : July 2012 to April 2015

Profile : TDS filing-return filing, Annual Information Return filing.

➤ **Organization : ICICI Bank Kollam Branch**

Designation : Co-ordinator in (Current A/c Section)

Tenure : 2007 (January) to 2009 (April)

Profile : Coordinating the Executives, verification, Entering KYC forms and Updating via online and other accounts works.

➤ **Organization : THE ALUMINIUM INDUSTRIES LTD Mannar**

Designation : Junior Accountant

Tenure : 2005 (March) to 2007 (January)

Profile : Nature of Duties Included- Bank Transactions, Preparation of Cash flow Fund flow Statement, Payroll Management, Inventory and other account works.

ACADEMIC QUALIFICATION

P G D C A : 2002 to 2003 (IHRD-College of Engi – Chengannur)

Degree : 1998 to 2001 (M G University)
B.Com – Co-Operation

Pre-Degree : 1996 to 1998 (M G University)

SSLC : 1996 (Board of Examinations Kerala)

Other Courses/ Trainings

Diploma in Office Automation with Tally ERP9, M S Office, Jawa, C, C++, Visual Basic
Linux, MS- Dos, DTP, SAP.

PERSONAL DETAILS

Husband s Name : Vinuraj V
Date of birth : 15-05-1981
Age : 39
Marital Status : Married
Language Known : English, Hindi, Malayalam
Present Address : Pazhampilly Building
Door No.32/1398 –B
Vaduthala P O
Kochi- 682023
Permanent Address : Janaki Bhavan, Perumpuzha PO
Kollam 691504
Cont: No : 9400054906/6238456299

I hereby certify that the above declaration are true to the best of my knowledge and will be proved as and when required.

Place: Cochin

Date:

RESMI VINURAJ