






Mrudula Muraleedharan K

Accountant, Admin & HR

+971 506573741 
mrudula.id555@gmail.com 
Muweilah, Sharjah, UAE 

About Me

A professional accountant with 7 years of experience of ledger processes, reconciliations, and streamlining reports. Seeking to leverage my professional expertise and experience into a managerial role in a reputed firm.

Skills

- Self disciplined
- Problem Solving
- Creativity
- Leadership
- Positive Attitude
- Communication Skills

Expertise

- Tally ERP
- Book Keeping & Filing
- Reconciliation of Accounts
- Petty Cash
- Inventory Management

Personal Details

DOB - 21-08-1987
Pasport No: S6932789
Visiting / Husband Visa

Work Experience

- 2019
Feb - Nov

Wonder Chain Trading LLC ,Al Qusais, Dubai, UAE
Accountant & Purchase Assistant
Preparation and maintenance of Purchase and Sales registers. Monitoring Payables and Receivables. Produce a monthly statement of accounts. Inventory management ·Preparation and maintenance of Purchase and sales orders. Maintenance of cash and record cash transactions accurately. Preparation of books of accounts and maintenance of Daybook and Ledgers ·Preparation of invoice.
- 2015-2018
3.5 years

Thinture Technologies Pvt. Ltd, Bangalore, India
Finance Executive & HR
Maintenance of cash and record cash transactions accurately. Preparation of books of accounts and maintenance of Daybook and Ledgers ·Preparation of invoice. Assisting Logistic department & VAT filing. Inventory management. Preparation and maintenance of Purchase and Sales registers. Monitoring Payables and Receivables. Produce a monthly statement of accounts. Inventory management ·Preparation and maintenance of Purchase and sales orders
- 2011-2015
3.6 years

M/S Accounts, Eranakulam, Kerala
Accountant
Preparation and maintenance books of accounts manually and in Tally ERP Produce a monthly statement of accounts. Preparation and maintenance of Purchase and sales orders. Maintenance of cash and record cash transactions accurately. Preparation of books of accounts and maintenance of Daybook and Ledgers ·Preparation of invoice.

Education

- 2011-2013

Master of Business Administration
IGNOU University, Kerala, India
Specialized in HRM
- 2008-2011

Master of Commerce
Calicut University, Kerala, india
Specialized in Finance
- 2005-2008

Bachlor of Commerce
Calicut University, Kerala, india
Specialized in Finance

Language

English
Malayalam
Hindi

Reference

Sabu George
M.D. , Thinture Technologies Pvt.ltd
Phone:+91 8197997848