



RESHMA . P B

ABOUT ME

Looking for exciting and dynamic role Where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, grow both personally and professionally

PERSONAL DETAILS

- +971556679652
- reshmapb331@gmail.com
- City Centre, Sharjah
- Nationality: Indian
- Date of Birth: 06/03/1998
- Gender: Female
- Passport No: C0139709
- Visa Status: Visit visa
- Expired Date: 24/05/2025

EDUCATION

- M Com Finance And Taxation 2022-2024

ST.THOMAS COLLEGE, ERNAKULAM

- B.com Marketing 2016-2019

S.N COLLEGE KEDAMANGALAM .N PARAVOOR

- PDCFA AND CWPDE MS Office Word, Excel And PowerPoint, Data Entry, Speed Typing, Malayalam Typing, Accounting Tally Prime And GST ROYAL

RUTRONIX,KALOOR 2019

SKILLS

- Accounting
- Tally Prime
- SAP ECC 6.0
- MS Office
- GreyHR (payroll)
- Management
- Problem Solving Skill

LANGUAGE

- English
- Malayalam
- Tamil

EXPERIENCE

- Armour hygienics, India,Kerala

Accountant Sep 2022- Sep 2024

Maintaining company details like purchase, sales, PO, PI, Bank statement.

Preparing and maintaining important financial reports.

Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank

Perform process analysis and communicate recommendations to management.

Corrects errors by posting adjusting journal entries.

- Lens And Frames -Head Office, India,Kerala

Accountant Assistant Aug 2021 - May 2022

Maintaining bookkeeping of different clients in Tally prime.

Monthly & Quarterly GST Filling of clients with preparing computation.

Data entry of various clients is completed within the allocated time & also maintaining their details in excel sheet.

Preparation of GST Summary.

Process journal entries and perform accounting corrections to ensure accurate records.

Preparing monthly P&L Account to clients.

GST E-way bill creation.

- Genex Health Care

Office Staff Jan 2021 - Jun 2021

- Declaration

I Reshma P B here by declaration that the above give information are true to the best of my Knowlwdge.

REFERENCES

Armour hygienics

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