



ARCHANA R
ACCOUNTANT CUM FINANCIAL
SERVICE REPRESENTATIVE

CONTACT

✉ archana.adwaith23@gmail.com

☎ +971559176210

NATIONALITY

INDIAN

EDUCATION

M.COM FINANCE

B.COM CO- OPERATION

**COSMETOLOGY AND
BEAUTY PARLOUR MANAGEMENT**

SKILLS

**TALLY ERP
MS EXCEL
MS WORD**

LANGUAGES

**ENGLISH
HINDI
TAMIL
MALAYALAM**

AGE: 36

SUMMARY

A dedicated and driven, masters education with strong, transferable experience gained within M.Com studies and real work experience as an Accountant. Focused upon delivering work of the highest professional standards to ensure the completion of all duties, projects and assignments to deadline and required quality levels. Demonstrates excellent analytical abilities, with the flexibility required to learn and apply new skills in a swift, professional manner.

EXPERIENCE (7.5 YEARS)

☐ 4.3 years of working experience as **FINANCIAL SERVICE REPRESENTATIVE in INDIAN POSTAL DEPARTMENT, INDIA** from 2018 to 2022

☐ 1.3 years of working experience as **ACCOUNTANT CUM INSURANCE CO-ORDINATOR WITH AL MISK MEDICAL GROUP, OMAN** from 2016 to 2018.

☐ 1 year of experience as **DATA ENTRY OPERATOR** with **QUILON SCANS AND DIAGNOSTIC CENTER, KERALA, INDIA** From 2015 TO 2016

☐ 1 year of working experience as **FINANCE EXECUTIVE** with franchisee of **WHITEMART SHOPS INDIA PVT LTD, KERALA, INDIA** from 2014 to 2015

ROLES AND RESPONSIBILITIES

- To check ledgers are updated regularly and data in internal reports match with books of accounts maintained
- Maintenance of the books of accounts Cash Receipt Report, Sales Report, Summary of Expenses, & Purchases.
- Prepare Bank Reconciliation statements
- Properly manage Bills Receivables and Bills Payables
- Handle all company's petty cash book and Payroll calculation
- To reach out to clients and offer financial services and advice related to postal department schemes such as different savings accounts schemes ,insurance policy schemes and other related products on target basis .
- To see that Invoices are raised and get accepted by the client immediately. To see that bills are released by clients on due dates. To see that post dated cheques are updated regularly in the database. To plan funds for meeting cheques on due dates. Liaison with creditors for better credit terms.
- To assist patients with insurance benefits and communicate with insurance companies regarding claims and maintain a good relation with companies and tie up with our hospital insurance .
- Assist the HR manager in hiring of new employee process.
- Prepare and disseminate Office Memorandums and Business Correspondence.
- Analyses and prepares monthly summary of expenses, all prepayments, accruals and schedule of assets.

Declaration:

I hereby declare that all the information furnished above is true to the very best of my knowledge and belief.

ARCHANA R