

SREELEKSHMI R

DUBAI – U. A. E

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Career Objective

To Work in a challenging environment and build an outstanding career thereby making an irreplaceable contribution to the company by the way of accelerated progress towards respective goals. To achieve excellence by working with highest professional standards.

Work Experience

SFO TECHNOLOGIES (NEST)

Previously working as a Junior Accountant in SFO TECHNOLOGIES (NEST) KERALA (from March 2018 to March 2020)

CONDUENT BUSINESS SERVICES INDIA LLP

Previously worked as a Transaction Processing Associate in CONDUENT BUSINESS SERVICES INDIA LLP (from September 2021 to November 2023)

Duties and Responsibilities

- Maintenance of ledgers
- Maintenance of cash operation
- Maintaining receivables & payables
- Handling cash deposits with Bank
- Handling cash transaction
- Maintaining cash book and petty book
- Invoice preparation
- Updating transaction entries in **Tally.ERP9**
- GST return filling of various entities
- Vouching of various subsidiary books like purchase book, sales book, journal book, cash book & petty book
- Accounting Invoices and Auditing
- Maintaining Books of Accounts
- Bank Reconciliation(Tally)
- Tax Auditing

Academic Qualification

- SSLC
- PLUS TWO
- B.COM CO-OPERATION (KERALA UNIVERSITY)

Technical Skills

- Operating System: Windows
- Software: **MS Office, Tally**
- Typing & word processing
- Key board skills (including Tally short keys)
- Professional accounting
- Practical accounting, KGST,CST,VAT

Personal Profile:

Date of Birth	:	09-08-1996
Marital Status	:	Single
Nationality	:	Indian
Language Proficiency	:	English, Hindi & Malayalam

Passport Details And Visa Details

Passport No	:	V8786990
Date of Issue	:	05/04/2022
Date of Expiry	:	04/04/2032
Issue Place	:	Kollam
Visa Type	:	Visit Visa
Date of Issue	:	17/12/2023
Date of Expiry	:	15/02/2024

My Self

- I am Very hard working, always ready to face new challenges with confidence and very keen to learn and experiment with new projects.
- Ready to take up challenging jobs with full responsibility, sincerity and able to adapt new environment easily.
- Have determination, strong perception, and dedication to hard work.

Interest and Hobbies

- Crafts
- Listening music
- Travel

Declaration:-

I here by declare that the statement made above are true complete and correct to the best of my knowledge and belief.

Place :Dubai

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