



PROFILE

A Management undergraduate with good academic standing, applying for a General Accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities related to accounts and general accounting. I'd like to use my good analytic skills and strong background in accounting to ensure complete, on-time and organized filing of reports. I acquired considerable expertise in assisting the Engagement teams globally and have gained particularly strong multi-cultural and interpersonal skills. I have extensive knowledge of computers systems and I have the ability to learn different systems and programs quickly.

PERSONALITY TRAITS

- Time management skills
- Detail-oriented
- Trustworthiness

PRIYA DHARSHINI

Accountant

Contact No: +971 545-727593

E-mail: priyadharshu997@gmail.com

Ajman, United Arab Emirates

EDUCATION

Bachelor of Science (B.sc Physics)

Women's Christian college, Nagarcoil.
Completed with 63.8% [2017-2019]

Higher Secondary

Duthie Girls Higher Secondary School, Nagarcoil.
Completed with 60 % [2014-2015]

CAREER SUMMARY

- A dedicated, result oriented candidate in General Accounts.
- Offering knowledge of accounting principles and practiced technical accounting skills gained through hand-on experience in tally prime, advanced excel etc.

WORK EXPERIENCE

ICICI Bank – Chennai, India.

Designation –Branch Relationship officer

DEC 2019–DEC 2020

RESPONSIBILITIES

- Generate new customer leads through various channels
- Proactively identify sales prospects and conduct business development activities
- Follow up on new leads and referrals to generate business
- Achieving the monthly sales targets, Cross sell assets and fee products
- Follow the various internal guidelines and procedures of the bank
- Ensure customer satisfaction through regular engagement
- Resolve customer queries/issues and facilitate customer service
- Maintain periodic status reports, including daily activity report and calls/follow-ups made

PROFESSIONAL CERTIFICATION

- Certified with **Tally Prime** from Oscar Computer education Pvt Ltd
- Certified with **Advanced Excel** from Oscar Computer education Pvt Ltd
- Certified with **Post Graduate Diploma in Computer Applications (PGDCA)**

LANGUAGES KNOWN

- Tamil
- English

PASSPORT DETAILS

P.P NUMBER : V 4516821
DATE OF ISSUE : 11/01/2022
DATE OF EXPIRY : 10/01/2032

PERSONAL DETAILS

NAME : S. Priya Dharshini
HUSBAND NAME : Mr. I.Manoj
DATE OF BIRTH : 23/10/1997
GENDER : Female
MARITAL STATUS : Married

PERMANENT ADDRESS

S. Priya Dharshini ,
W/o I.Manoj, 11/23 Mutharamman
Kovil Street, Kurichi, Melapalayam,
Tirunelveli-627005, Tamil Nadu,
India

WORK EXPERIENCE

Company - Sri Balaji Jewellery & Productions , Kanyakumari, India
Designation – Head of Accounts
JAN 2021-MAY 2023

RESPONSIBILITIES

- Developing and managing financial strategies to ensure the long-term financial stability of the organization.
- Overseeing the preparation of financial reports, budgets, and forecasts.
- Analyzing financial data to identify trends and make recommendations for improvements.
- Managing the organization's investments and funding sources.
- Establishing and maintaining financial policies and procedures.
- Ensuring that the organization complies with financial regulations and laws.
- Collaborating with other departments and senior management to make informed decisions about the organization's financial future.
- Communicating financial information to stakeholders, including board members, investors, and government agencies.
- Identifying and managing financial risks to the organization.

I, S. Priya Dharshini , do hereby confirm that, all the information given above are true to the best of my knowledge and belief.

Place:
Date:

S. Priya Dharshini
(Signature)