



REBA SUSAN WILLIAMS

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PROFESSIONAL PROFILE

Organized Clerk with strong background in administrative tasks and office management. Demonstrates exceptional attention to detail, ensuring accurate record-keeping and efficient workflow. Excels in managing schedules, handling correspondence, and providing outstanding customer service. Brings proactive approach to problem-solving and streamlining processes, benefiting team productivity and operational efficiency

WORK EXPERIENCE

Accountant cum Cashier, Kosamattam Finance Ltd.

Possess 12 years of expertise as **accountant - cum-cashier**.

- Conducted data entry tasks with a high degree of accuracy, updating databases and maintaining up-to-date records.
- Handled confidential documents, ensuring secure filing and retrieval as per compliance regulations.
- Processed invoices, receipts, payments, and other financial transactions with accuracy to maintain financial records.
- Managed daily office operations and administrative support for senior management, enhancing organizational efficiency.
- Managed client communications by answering phones and corresponding through email.
- Maintained confidentiality of sensitive information, adhering strictly to data protection regulations.

EDUCATION

B.Com Co-operation: University of Kerala (2009)

SSLC : A.V.H.S, Thazhava, Kerala (2004)

Higher Secondary: Kerala Board of Higher Secondary Education (2006)

DIFA (Diploma in Indian and Foreign Accounting): Certificate Course in Advance Excel

SKILLS

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|-------------------------|----------------------------------|
| • Administrative skills | • Customer relations |
| • Customer assistance | • MS Office Suite |
| • Data Entry | • Email handling efficiency |
| • Organizational skills | • Excellent verbal communication |
| • Record-keeping | • Cash counting |
| • Document management | • Book keeping basics |
| • Records maintenance | • Basic accounting knowledge |
| • Document review | |

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

Passport No: X7645025
IssueDate:28/03/2023
Expiry Date : 27/03/2033

PERSONAL DETAILS

Date of Birth	:	27 January 1987
Father's Name	:	Villy George
Nationality	:	Indian
Marital Status	:	Separated