



## RESHMA KRISHNAN.S Accountant

### Address

Kailas Bhavan, East fort  
budha Junction, Mavelikara  
Pin : 690101  
Alappuzha, Kerala,

## CONTACT



00971-523442546



ammureshma314@gmail.com

## KEY SKILLS

Analytical Skill	<div></div>
Reconciliations	<div></div>
Financial Analysis	<div></div>
Inventory Control	<div></div>
Variance Analysis	<div></div>
Management Reports	<div></div>
Bank Accounts	<div></div>
Financial Data	<div></div>
Customer Transactions	<div></div>
VAT Returns	<div></div>
GST Returns	<div></div>

## TECHNICAL SKILLS

- SAP
- Tally
- MS Excel
- Ganith
- Zoho Books
- Quick Books



## PROFILE

Accounting professional with 4 years of experience in reconciliation, AP/AR, P&L analysis and the management of general accounting functions. Superior analytical skills with an expertise in transaction/workflow details in support of process and profit improvement. Collaborate effectively with business manager to resolve variance, refine forecast, and identify opportunity for improvement. Thrives in fast-paced environments handling numerous deadlines and project while ensuring high quality execution. Excellent communicator, presenter and works well with individuals at all level of corporation. Out of the box thinker with the ability to integrate technology and the best practices to increase accuracy and efficient of accounting practices



## EXPERIENCES

### MANTLE SOLUTIONS PVT LTD (LULU GROUP INTERNATIONAL) INFOPARK KOCHI

**Designation: ACCOUNTANT -BPO 25.08.2022 to 07.10.2023**

- Data entry posting and data exporting through SAP.
- Related party disclosure and grouping of Related party entries as per Related party disclosure.
- Posting Prepaid Expense through SAP.
- Analysis and posting of Employee Levy and Iqama charge.
- Verify the supporting documents and posting End of Service entries.
- Related party Reconciliation of find missing entries and ensuring on time SAP closing.
- Maintaining multiple general ledger and preparing various account reconciliation as required to timely and accurately close the financial period.
- Vendor and Customer comparison and data exporting through SAP.
- Vendor Debit Balance Transfer.
- Related Party entries Reconciliation preparation of control sheets to maintain proper control in various General ledgers.
- Coordinating with more than 15 hypermarkets, a central warehouse, and a regional office in Saudi Arabia for the monthly closure of accounts.

### TERRAIN PROTECTION SERVICES PRIVATE LTD

**Designation: ACCOUNTANT EXECUTIVE CUM CASHIER  
(04-09-2020 to 15-08-2022)**

### ACCOUNTS RECEIVABLE-CUSTOMER MANAGEMENT

- Ensure that all invoices from over 350 clients have accurately generated reports from the start of the month in Zoho.
- Communicate with internal departments and sales teams to consult concerning quires for billing.
- Record sales transactions and prepared receipt statements and update to management.
- Collect payment from clients, customers and third parties in cash, cheque, card transaction and net banking form.
- Review and Reconciled accounts to pinpoint discrepancies.
- Monitored customer accounts for nonpayment and determined appropriate action. Research and resolve customer inquires and discrepancies.
- Performing general accounting and financial activities including Vouching, Verification and Journal entry Preparation and posting

## LANGUAGES

English	<div><div></div></div>
Hindi	<div><div></div></div>
Malayalam	<div><div></div></div>
Tamil	<div><div></div></div>

## PASSPORT DETAILS

Passport No	: U 6398319
Date of Issue	: 24/1/2020
Date of Expiry	: 23/1/2030
Place of Issue	: Ernakulam
Visa Type	: Visit Visa

## PERSONAL DETAILS

Date of Birth	: 10-10-1996
Marital Status	: Married

## REFERENCE

- Mr. Ajay S**  
Mantle solutions Pvt Ltd  
Senior Accountant  
ajaysethumadhavan@g.mail.com  
Phone No: +91 8606523523
- Mr. Pradeep Prabhakaran Pillai**  
Terrain Protection Pvt LTD  
Director & Accounts Manager  
Pradeepmavel@terrainforce.com  
Phone No: +91 8606523523
- Mr. Udayavarma**  
R U Varma & Associates  
Chartered Accountant  
ruvarmaca@gmail.com  
ruvassociates@gmail.com  
Phone No: +91 9447115895

## ACCOUNTS PAYABLE -VENDOR MANAGEMENT

- Verify and process Accounts Payable documents.
- Verified and processed employee expense reports.
- Setting up Vendor accounts and reconciling statement.
- Prioritized invoices according to payment terms and cash management strategies.
- Remind the Team lead resolve invoice discrepancies.
- Verifying Bank Statment and update the payment.
- Followup of vendor SOA.

## CASHIER JOBS

- Responsible for Petty cash register & Reports duties and make sure cash proves at the close of the business day.
- Authorize cash and bank payments per company policy and procedure, monitor cash movements on daily basis,
- Payment of salary and other petty cash expenses.
- Balances cash drawer by counting cash at beginning and end of work shift.

## CA RU VARMA&ASSOCIATES

Designation: AUDIT TRAINEE (01-09-2019 to 31-08-2020)

## ACCOUNTING

- Preparation of Books of Accounts and Financial statements.
- Preparation of the bank reconciliation statement
- Handling the cashbook, petty cashbook, expense statement, and stock register
- Handling of Accounts Payable and Receivable
- Documentation of Invoices

## TAXATION

- Obtaining registration in Goods and Service Tax (GST).
- Performing GST compliances, including the filing of GST returns and reconciliations
- Generation of the E-waybill
- Customer relations and Front office management
- Knowledge in Project report preparation
- Preparation of Various deeds and affidavits



## EDUCATION

2019	<b>M.COM FINANCE</b> Kerala University, India First class
2017	<b>B.COM COMPUTER APPLICATION</b> Kerala University, India First class
2014	<b>PLUS TWO</b> Board of Higher Secondary Examination, Kerala 77%
2012	<b>SSLC</b> Board of Public Examination, Kerala 92%



## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Date:  
Place :

RESHMA KRISHNAN.S