



# RESHMA P

## ACCOUNTS & ADMIN EXECUTIVE

✉ reshup1128@gmail.com

☎ +91-6382837564

📍 Coimbatore, Tamil Nadu

### EDUCATION BACKGROUND

- B Com - KG College of Arts and Science - 2022 (84%)
- HSC - Vidya Vikasini Matric Hr. Sec. School - 2019 (87.83%)
- SSLC - Vidya Vikasini Matric Hr. Sec. School - 2017 (95.4%)

### SKILLS

#### SOFT SKILLS

- Communication skills
- Analytical skills
- Time management
- Organisation skills
- Teamwork

#### TECHNICAL SKILLS

- Advanced Excel
- MS OFFICE
- Tally Prime
- SAP (MM)

### CAREER OBJECTIVE

To join an organization where I will be able to contribute my skills and knowledge for the growth of the company.

### WORK EXPERIENCE

**Accounts and Admin Executive- Pentawis Innovations Pvt. Ltd., - Tynor C&F - Coimbatore.**

*(2022 - Present)*

#### Key Responsibilities:

- Maintain daily accounts and administrative tasks.
- Manage petty cash.
- Preparation of MIS reports.
- Manage accounts payables and receivables.
- Preparation of Invoices and Delivery notes.
- Follow up with clients on timely payments.
- Preparation of BRS, Debit notes & credit notes.
- Responsible for handling telephone/fax and email.
- Managing office supplies such as stationary & other expenses.
- Managing the payables to the vendors and creation of vendors in the system.
- Coordination and working closely with internal and external auditors.
- Letter drafting & Minutes of Meeting

#### **TYNOR - C & F ( SAP MM - Order Management)**

- Preparation of monthly sales reports & commission claims.
- Maintaining MIS reports.
- E - Invoicing & E -way bill processing.
- Responsible for freight charge handling.
- Managing stock reports, inward & outward supplies.
- Handling mails.

**Data Analyst (Freelancer) - Digital Nirvana Information Systems Private Ltd.,**

**(2020-2022)**

**Key Responsibilities:**

- Interpretation of data.
- Collection of data from various sources.
- Analysis and development of reports.
- Preparing, compiling and sorting documents for data entry.
- Transcription of source data into the required electronic format.
- Reviewing data for errors, missing pages, or missing information and resolve any discrepancies.
- Performing high-volume data entry using word processing, spreadsheet (or) database.
- Completion of additional assigned tasks as required.

**COURSES AND ACHIEVEMENTS**

- Completed the training program on Adobe Illustrator course conducted by KGISL Campus during June 2019 - October 2019.
- Completed the training program on Advanced Excel course conducted by KGISL Campus during December 2019 - March 2020.
- Completed Cybersecurity Virtual Program from Forage in 2022.
- Completed Wealth Management Program conducted by NSE Academy in 2021.
- Participated in a Business Quiz Competition at Hindustan Technology in 2020.
- Participated at a Quiz Competition at The Institute of Cost Accountants of India in 2019.
- Attended a Short film fest in Hindustan technology in 2020.
- Winner and Runner in North Zone Level Hockey under 19 years.

**PROJECT COMPLETED**

A study on Customer Satisfaction towards Reliance Fresh (Duration - 6 Months)

**LANGUAGES KNOWN**

- English (Read/Write/ Speak)
- Tamil (Read/Write/ Speak)
- Malayalam(Speak)