

**Lakshmi V.S**

[lakshmivs8888@gmail.com](mailto:lakshmivs8888@gmail.com)

Phone: +971556909024

+971509693489



## OBJECTIVE

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

## SKILLS

### TECHNICAL SKILLS:

- Tally ERP9.
- Microsoft office (Excel, Word, Power Point).

### NON-TECHNICAL SKILLS:

- Team Management.
- Office administration.
- Ability to effectively manage time and prioritize tasks.
- Comprehensive problem-solving ability.

## PROFESSIONAL EXPERIENCE

### Business Operations Executive – CFCICI Ltd.Kerala,India

September 2022 to April 2023

#### **Employment highlights:**

- Communicating with upper management to meet operations goals
- Providing support for operations activities in the branch
- Perform routine operational and administrative work
- Submit work to senior team members for review/approval
- Petty cash management
- Maintaining branch registers

### Accountant – KPB Nidhi Ltd.Kerala,India

Since October 2018 to November 2021

#### **Employment highlights:**

- Account Receivable Management
- Responsible for balanced cash draw at close of shift
- Payroll Processing
- Bank reconciliation and branch reconciliation
- Booking of expenses by passing journal entries
- Fund Management
- Petty cash management
- Booking of purchase invoices and expenses in ERP
- Compiling and maintaining non monetary reports and records

### Accountant- Hero motors-Kalady, Kerala,India

December 2017 to March 2018

#### **Employment highlights :**

- Accounts payable Management
- Assisting in statutory calculations such as TDS and GST
- Sales invoicing
- Petty cash management
- Fund Management
- Verifying and payment of travel claims according to company policy



[lakshmivs8888@gmail.com](mailto:lakshmivs8888@gmail.com)



+971556909024

- Good communication and presentation skill.

- Working knowledge of electronic banking systems
- Compile and maintain non monetary reports and records
- Solving customer complaints and providing information regarding service
- Booking of expenses by passing journal entries

## PERSONAL PROFILE

---

**Born On:**  
19<sup>th</sup> April 1995

**Nationality:** Indian

**Gender :** Female

**Marital Status:** Married

**Passport Number:**  
P5401118

**Languages Known:**  
English, Hindi,  
Malayalam

## EDUCATION

---

- 2022 **Master of commerce** Finance and Taxation, Mahatma Gandhi University
- 2017 **CMA** Logic School of Management, Ernakulam , IMA ,Course completed
- 2016 **Bachelor of commerce** Computer Application, Mahatma Gandhi University
- 2013 **Higher Secondary**, M G M HSS Kuruppampady, Kerala State Board

## DECLARATION

---

I hereby declare that the above information's are true to best of my knowledge.

**Lakshmi V.S**

Date : 25.09.2023  
Place: Sharjah, UAE



[lakshmivs8888@gmail.com](mailto:lakshmivs8888@gmail.com)



+971556909024