



SREEREKHA K

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Al karama, Dubai, UAE

PASSPORT NUMBER: K646220
VISA : Husband Visa

EDUCATION

MBA (Finance)

VTU University
2008 - 2010

Bachelor of Commerce

Kannur University
2005 - 2008

EXPERTISE

MS. Office

Tally ERP 9

QuickBooks

PEACHTREE & TRADEASY

LANGUAGE

English

Hindi

Malayalam

About Me

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

Experience

ACCOUNTANT

- TABASCO HINDUSTAN INFRA DEVELOPERS PVT LTD, KERALA, INDIA (2016 - 2018)
- TRAINEE UNDER CHARTED ACCOUNTANT
- CUSTOMER CARE EXECUTIVE IN CHEMMANUR FINANCE, KERALA, INDIA (2019 - 2022)
- LECTURER IN MIC ARTS AND SCIENCE COLLEGE, CHATTAMCHAL, INDIA

Job Responsibilities:-

- Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Update and maintain the company's books of accounts by using Tally ERP 9 and documenting the business transactions. Cash & Bank report preparation
- Bank Reconciliation Statement preparation
- Discuss the status of the company's current financial standing with upper management and the owners of the organization. Audited financial records from previous years and the current fiscal year in order to assess the company's record-keeping techniques.
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications etc.
- Protects organization's value by keeping information confidential.