**Executive Accountant Resume Sample**

**First Name: Last Name:**

***Local Address: Al Sawan Street, Ajman***

***Contact No: 000000***

***Email:***

***Qualification:*** ***Master of Business Administration***

***Experience:*** ***4 years.***

***Visa Status: Visiting***

**Objective:**

To seek a challenging career in an organization having the environment that encourages continuous learning and provides exposure of new technologies, so as to achieve professional and personal growth.

***Employment Details:***

**AMRITA INSTITUTE OF MEDICAL SCIENCE (AIMS),Cochin October 2009 to July 2012**

***Position: Executive Accountant***

**Job profile.**

* To receive and process all invoices, expense forms and requests for payment.
* Prepare cheques for payment.
* Posts financial data to appropriate accounts in an automated accounting system, according to instructions
* Encoding and posting the invoices to the ledger
* Statements, and other day -to -day transactions and reports.

***Employment Details***

**PROMISYST. Project Management Consultancy, Calicut.**

**July 2012 to August 2014**

***Position: Accountant cum Administration Manager***

**Job profile**

* Handling centralized management for all projects
* Looking in to the H.R & over all company level documentation
* Managing of accounts department
* Maintain financial records and monitoring systems to record and reconcile payments
* Preparing of Quotations, invoices
* Salaries of the staff and statements of Advances.
* Follow up for pending Payments
* Meeting with existing customers and solving the problems & quarries.
* Searching for new target customers and converting them into customer.
* ***Academics***

2007-2009: MBA in Finance and Marketing from Dhanalaksmi Srinivasan Engineering College, Anna University, Trichy, Tamil nadu

2003-2006: B Com from Calicut. University,    Kerala.

***IT Skill***

* Proficient with: –
* MS Office
* Exposure to ERP System.
* Tally ERP 9.
* Peachtree accounting
* Quick books accounting

***Personal Profile:***

Father’s name: P.k Narayanan

Date of birth: 31-08-1989

Permanent Address:

Passport No: 000000

Phone No: 00000

Marital status: Single

Linguistic Abilities: English, Malayalam, Hindi, Tamil

References: –