SHREEKESH R

ANITHAVIHAR(H) PO ALANCODE MALAPPURAM Dt PIN - 679585
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✔ Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

✔ Skills

- Dedicated Team Player with excellent analytical, problem solving, organizational, supervision, coordination and time management skills. Hard working, Capable to take up new challenges and pressure, Committed to the assigned task, Quick Learner, Familiar with Excel Pivot Table, V lookup functions & other MS Office Applications & ERP System.

✔ Experience

- **Maben Nidhi LTD.(Manappuram Group of Companies** 17 03 2017 - 16 07 2018
  Assitant Branch Head
  1. Dealing with customers and introducing the products abd new schemes to the customers.

  2.Mainly Handling with Cash transactions and Gold.

  3.Preparing and Reporting the Business activities done in the branch to head office

  4.Daily Conducting morning meeting with all staff of our Branch

  5. Preperation of Bank reconciliation statement.Mentioning the cheques and Cash in Hand

  6. Verifying and closing of Cash books and report the closing balance to account departments.

  7. Co-ordinate with internal auditing and submit the auditing analysis to head office.

- **Mahindra and Mahindra financial limited** 14-4-2021 - 12-01-2024
  Collection Executive
  1.Dealing with Customers

  2. Following up the outstanding Receivables.

  3.Planning the daily activities and submitting Reports on Daily basis

  4.Cash Collection and Recovery Procedures

- **OPAL MARKETING AND INDUSTRIES** 21 01 2024 - 14 - 01-2026
  Financial controller
  Preparing Bank Reconciliation on Daily Basis.

  Assist in preparation of monthly, quarterly, and annual financial statements

  Generate MIS reports for management

  Monitor expenses and ensure budget compliance

  Maintain accurate books of accounts (general ledger, journals, ledgers)

  Record day-to-day financial transactions

  Prepare and post journal entries

Reconcile bank statements and cash accounts

Process vendor invoices and ensure timely payments

Follow up on customer receivables and manage aging reports

Prepare payment vouchers, cheques, and online transfers

Coordinate with auditors, banks, and external agencies

Support senior accountants and finance managers

Maintain proper documentation and filing of financial records

✔ Education

- **University of calicut** 2016
  Bcom with Corporation
  B
- **GHSS KOKKUR** 2012
  Higher Secondary
  B
- **CBSE** 2010
  SSLC
  B

✔ Languages

- English & Malayalam

✔ Personal Details

- Date of Birth : 08/08/1995
- Marital Status : Married
- Nationality : INDIA
- Passport : S9000786
- Gender : Male
- Driving Licence : 54/6751/2013 Indian Govt(Kerala)