



CURRICULAM VITAE

REMYA CHANDRAN

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OBJECTIVE

A cheerful pleasant personality with an aptitude for hard work, honesty and a will to achieve and to be able to work an organization where I can utilize my experience and skills to the best of my abilities

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 01/06/1985
- Place of Birth: India
- Sex : Female
- Religion : Hindu
- Marital Status : Married

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

EDUCATIONAL QUALIFICATION

- B.Ed. Commerce from University of Kerala
- M.com from Annamalai University
- B.com (Computer application) from University of Kerala
- Plus Two under Govt. of Kerala
- S.S.L.C under Govt. of Kerala



COMPUTER SKILLS

- Tally ERP 9.2 from Tally Academy

PERSONAL SKILL

- Ability to work under pressure.
- Meets deadline.
- Able to build strong client relationship.
- Dynamic and easily adaptable.
- Eager to learn and open for further development.

PROFESSIONAL EXPERIENCE

LION PROTECTIVE FORCE.

Asst.ACCOUNTANT

(DOJ: FEB 2017 - Still)

G U E S T T E A C H

St. XAVIERS HIGHER SECONDARY SCHOOL

T R I V A N D R U M

(DOJ: JAN 2015 - JUN 2016)

- Preparing and delivering lessons to arrange of classes of different ages and abilities
- Marking work, giving appropriate feedback and maintaining records of pupils progress and development
- Preparing pupils for qualifications and external examination
- Managing pupil behavior in the classroom and on school premises and applying appropriate and effective measures in cases of misbehavior
- Communicating with parents and cares over pupils program and participating meetings ,parents evenings and whole



M/S CENTURION BANK OF PUNJAB
(DOJ : APR 2013 – NOV 2014)

- B A C K O F F I C E E X E C U T I V E**
- **Maintaining and increasing sales of company's p r o d u c t**
 - **Establishing, maintaining and expanding customer base**
 - **Collecting customer feedback and market research**
 - **Servicing the needs of existing customers**
 - **Keeping up to date with products and competitors**

M/S RELIANCE WEB WORLD

(DOJ : AUG 2006 – JAN 2007)

A C C O U N T S T R A I N E E

- **Maintain and closing of Petty cash on daily basis**
- **Maintaining payments, receipts and bank transaction**
- **Bank & Debtors/Creditors ledger reconciliation**
- **Maintain ledgers**
- **Controlling of closing balance from cashier**
- **Preparing bank reconciliation, balance sheet, P&L a/c**
- **Preparation of salary statement and disbursement**

HOBBIES

Listening music,Reading.

I hereby declare that the above furnished details are true to best of my knowledge



REMYA CHANDRAN.S



Edit with WPS Office