



## HELEN MARIA JAMES

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Phone: 7907855762

**Objective:** Seeking middle level assignments in accounts/sales co-ordination / office administration with leading organizations of repute.

### Professional Synopsis

- ⇒ Working with Gracewell Contracts Pvt.Ltd.,Aluva as Accountant.Dec.2020 to till the date.
- ⇒ A keen planner with expertise in managing business operations with focus on achieving company's goals and mission.
- ⇒ An enterprising leader with excellent planning, organizational and interpersonal skills.
- ⇒ Possess degrees like **MBA (Marketing & Finance)**
- ⇒ Possessing a valid **Four wheeler** license.

### Core Competencies

- ⇒ Preparing the book of accounts till finalization
- ⇒ Maintaining the records, bank and cash operations and petty cash book.
- ⇒ Billing and Credit controlling and reporting to management.
- ⇒ Preparing the bank reconciliation statement.

### Career Highlights

- ✓ Worked with KADS PCL, Ernakulam as Admin cum Accountant. Sept 2018 – Feb 2020.
- ✓ Worked with Vijay Distributors, Ernakulam as Accountant cum Cashier.May 2016 – Sep. 2018.
- ✓ Worked with MARIKAR MOTOR CORPORATION, Ernakulam, as Accounts Assistant cum Cashier. Mar 2010- Jan 2013
- ✓ Worked with National Builders, Ernakulam, as Assistant HR Executive. July 2009 - Jan 2010
- ✓ Worked Nadukkara Agro Processing Company Ltd., Promoted by Govt. of Kerala and European Union (Jive) as finance co-ordinator . July 2007 - Mar 2008

#### Academic Credentials

- ✓ MBA (Marketing & Finance) from Karpagam College of Arts and Science, Coimbatore.
- ✓ Bachelors Degree in Economics from NEWMAN College, THODUPUZHA.

#### Academic Project

- Project work on "A study of Ratio Analysis and working capital management with special Reference to CRYPTM confectioners Pvt., Ltd., Thodupuzha.

#### IT Certifications

Knowledge of Tally ERP 9, Wings, MS OFFICE and Internet

#### Other Distinctions

- ✓ Certificate for participating in National seminar held in Karpagam Arts and Science College, Coimbatore.
- ✓ Certificate for participating in Ten Days Camp in National Service scheme held in Mahatma Gandhi University, Kottayam.
- ✓ Certificate for Paper Presentation in National seminar held in Karpagam Arts and Science College, Coimbatore

#### Personal Details

Marital Status : Married

Language Known : Malayalam, English, Hindi, Tamil

Hobbies : Painting, Drawing, Listening music

#### Permanent Address :

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Date of Birth : Oct 11, 1984

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