



DEVIKA ANILRAJ

ACCOUNTS AND
OFFICE
ADMINISTRATION

CONTACT DETAILS



0588867640



devikaanilraj14@gmail.com



Sharjah,UAE

PERSONAL SUMMARY

To work with maximum potential in a challenging and dynamic environment with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth

CORE SKILLS

- Highly motivated and eager to learn new things
- Flexibility and adaptability to work in any environment
- Excellent communication skills in written and verbal
- Ability to work as individual and in group
- Ability to handle administrative functions
- Ability to handle Billing, Cash & Bank Transactions independently
- Good in Public Relation and handling Customer Services
- Good Knowledge of MS Word, MS Excel, Tally ERP 9



WORK HISTORY

Accounts Executive

Ess Ess Marketing,Kochi(All Kerala Nike Distributers) | 09/2016 - 03/2018

Software Used : TALLY ERP 9

- Keeping records of Office assets, staff records
- Preparing Vouchers, Challans, Quotations & Bills
- Prepare import documents and coordinating the same
- Maintaining and keeping records of account books and petty cash
- Attending Phone Calls
- Fixing up appointments & meetings
- Handle relevant bank transactions
- Coordination and follow up with other branches
- Billing
- Coordinating marketing executives daily follow ups and maintaining records of sales and purchase
- Communicate with clients for orders and after sales services
- Coordinating Office Routine

Accounts Executive

Pavizham Jewellery,Kodungallur | 05/2018 - 03/2020

Software Used : TALLY ERP 9

- Analyze and reconcile bank statements and general ledgers
- Follow up for issues related to refund & payments
- Giving Outstanding Statements Weekly.
- Bank Coordination & preparing cheque for vendors.
- Preparing Vouchers, Challans, Quotations & Bills
- Knowledge of accounting software's such as Tally
- Knowledge of Data entry activities
- Knowledge of Microsoft Excel & PowerPoint.
- Petty Cash Handling

- Very good knowledge in Software Testing and Practices
- Proficient in writing Test Cases
- Basic knowledge in Android and IOS testing

PERSONAL PROFILE

Date of birth : 14.08.1993
Marital status : Married
Nationality : Indian
Languages Known : English, Malayalam, Tamil, Hindi

PASSPORT DETAILS

Passport No:V4208519
Date of Issue: 17/11/2021
Date of Expiry: 16/11/2031
Place of Issue: Ernakulam

VISA STATUS

Dependent Visa



ACADEMIC HISTORY

S.N.M.I.M.T / Ernakulam

B.Tech (ECE) | 2011 - 2015



PERSONAL PROJECTS

MULTIMODAL MEDICAL IMAGE FUSION IN NSCT DOMAIN

Based on digital image processing ·
Software developed in MATLAB that produces a single fused scanning image from multimodal scanned images

RF REMOTE CONTROLLED OFFICE BOY

An AVR based project which is capable of transferring files and other matters from one table to other. · Each table in the office is assigned with a remote. · The robot can decode the data transmitted by these remote and can identify to which table it needs to move

DECLARATION

I do hereby declare that all the details mentioned above are correct to the best of my knowledge and confidence

Devika Anilraj