

Curriculum Vitae

Mrs. Blossom R. Xavier
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CAREER OBJECTIVE:

To go extra miles towards setting up myself as an example that helps career growth as well as enriching the employer's prospects.

PERSONAL PROFILE:

Resourceful and Self-motivated individual with a caring and understanding nature. Self-confident, able to lead and motive. Ability to build confidence and self- esteem. Has good interpersonal communication and linguistic skills and is computer literate. Superior ability to handle multiple accounting tasks. Attention to detail throughout every aspect of work.

| | | |
|----------------|---|---|
| Name | : | Blossom Xavier |
| Nationality | : | Indian |
| Age | : | 43 Years |
| Date of Birth | : | 14.04.1976 |
| Place of Birth | : | Calicut, Kerala |
| Marital Status | : | Married |
| Passport No. | : | E 8073215 |
| Languages | : | English, Hindi, Marathi, Malayalam |
| Strength | : | Good Communication Skills, Enthusiastic to learn new technologies, Open to new Ideas. |

Educational Qualification :

| S.No. | Course Name | Board / University | % of Marks |
|-------|-----------------------|-----------------------------------|----------------------|
| 1. | Chartered Accountancy | Institute of Chartered Accountant | 3 Years Article ship |
| 2. | Bachelor of Commerce | Pune University | 61.34 % |
| 3. | Higher Secondary | Pune Board | 57.00 % |
| 4. | SSC | Pune Board | 64.00 % |

Professional Qualification :

C.A – 3 Years Article ship Certificate
Skills on Software Packages Like:
WINDOWS ME packages:
MS-Word, MS Excel, MS Powerpoint
MS-Outlook, MS Access,
Tally, Tax Bases Quantum

EMPLOYMENT HISTORY:

Company : Orbit (Bahrain)
Profile : Accountant
Duration : 2 1/2 Years

- Recording day to day financial transactions
- Inter company and inter breach Reconciliations
- Bank Reconciliation
- Handling Bank Transaction
- Reconciliation of creditors
- Making arrangement for outstanding Bills
- Preparing Financial reports for the Management

Company : United Hotels Company (Bahrain)
Profile : Accountant
Duration : One Year

Responsibilities :

Recording Day to Day transaction

- Handling Bank Reconciliations
- Handling Bank Transaction

- Inter-Branch Reconciliations
- Reconciliations of Creditors and keeping records for outstanding bills for payments.
- Handling and preparing Pay Roll for the employees.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.

Company : Galaxy International
 Profile : Senior Accountant
 Duration : 5th July, 2001 onwards
 Process : Head of Accountant department

Responsibilities :

- Keeping Books of accounts (tally)
- Finalizing Profit and Loss account and Balance Sheet
- Filing Income Tax returns
- Taking Financial decision
- Auditing day to day accounts transactions
- Assisting Auditor
- Creditors and Debtors reconciliation
- Handling Bank Transaction
- Bank Reconciliation
- Handling Export procedures (preparing all export document)

Company : R.Y. Kulkarni and Associates (Chartered Auditor)
 Profile : Assistant Auditor
 Duration : June, 1999 to 18 June 2001
 Process : Auditing

Responsibilities :

- Financial and Management Accounting
- Auditing (including Internal Audit)
- Taxation .
- Keeping Books of accounts (tally)
- Finalizing Profit and Loss account and Balance Sheet
- Filing Income Tax returns
- Auditing day to day accounts transactions
- Bank Reconciliation

B.Com. from Poona University
 C.A – 3 years Article ship Certificate

Computer Knowledge

- Tally
- Excell
- Word
- Tax Bases
- Internet

Husband's Name : Rajesh Jerome Xavier
Date Of Birth : 14th April , 1976.
Marital Status : Married
Nationality : Indian
Passport No. : E8073215
Languages : English, Hindi, Marathi, Malayalam.
Strengths : Good Communication Skills, Enthusiastic to learn new technologies, open to new ideas

Blossom R. Xavier