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**Objective**

To obtain a suitable position in a company that offers an immediate challenge, career opportunity, and advancement.

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**Summary of Qualification**

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| --- | --- |
| * Over 1year’ experience in Accounting. * Preparation & finalization of balance sheet. * Accounting of Receivables & Payables. * Reconciliation of Banks& Suppliers account. * Fixed Asset Register with Depreciation. * Profound of Accounting Software & Excel. | * Strong Communication & Analytical skill. * Work under pressure and meet deadlines. * Purchase & Sale with Debit & Credit Note. * Voucher, invoice maintenance on daily basis. * Keep track of vendor transactions & accounts. * Ability to maintain confidentiality. |

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###### Academics:

**Bachelor of COMMERCE (B.com)** from University of Calicut, India. 2010

Higher Secondary Education from Board of Higher Secondary Education, Kerala, India 2007

Certified in Advanced Computerized Professional Foreign Accounting **(ACPFA)** from IPA.

Proficient in

* MS .Office - Word, Excel, Access, Power Point, Access.
* Accounting Packages - Tally.ERP 9.0, Peachtree, QuickBooks and Myob.

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**Work Experience**

**Accounts Assistant** **Jan 2013- Jan 2014**

Stepping stone accounting consultancy, India

* Writing up of books of Accounts.
* Ensure integrity of financial statements.
* Support accurate and timely accounting, financial and statistical reports, filings and data.
* Support a timely and high quality monthly accounting close.
* Finalization of accounts of clients.
* Follow up with clients.

**Administrative Assistant Oct 2011- Dec 2012**

JEANS PARKER READY MADE TEXTILES, INDIA

* Ensuring report tables and listings accurately reflect data within a database.
* Entering data accurately onto computerized databases & Excel spreadsheets.
* Locate and correct data entry errors.
* Lifting of files and boxes containing paper records.
* Maintain logs of activities and completed work.
* Ensuring documents meet required quality standards.
* Compiling, coding, categorizing, calculating, tabulating and auditing data.
* Handling inbound telephone queries from colleagues / clients regarding data.
* Data manipulation in Excel spreadsheets.
* Occasionally carrying out various administration tasks like, photocopying, filing.

**PersonaL Details**

* Date of Birth 22 February, 1988
* Religion Islam
* Nationality Indian
* Marital Status Single
* Language Known English, Hindi, Malayalam