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| **FEBA**  |
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| **Objective**Seeking a good position in an organizationas an Accountant where extensive experience will be further developed and utilized.**Summary**Working experience in **VAT& GST**Hands on experience in ensuring accurate general ledger posting and responding to vendor queriesWorking knowledge of **Microsoft Office** applicationsReorganized accounting procedures by transiting a manual system into a computerized environmentPerformed advanced bookkeeping and administrative dutiesCommunication of messages, receiving phone calls, transferring calls, using judgment calls regarding nature of business and urgency of situation.**Education**2014 M.Com M. G University, Kottayam Kerala, India2011 B. Com M. G University, Kottayam Kerala, India2008 Plus two Board Of HSE, Kerala,India2006 SSLC Board of public Examinations Kerala, India |

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| **Other Skills**Company Secretaries Foundation M.S OfficeTally**Working Experience****2014 June – 2016 December (2.5 Year)Accountant at Coolwin Engineering , Cochin*****Works Handled***1. Communication of messages, receiving phone calls, transferring calls, using judgment calls regarding nature of business and urgency of situation.
2. Data entry duties depending on the task set.
3. Preparation of Outstanding reports and presenting to the Management in time
4. Reconciliation of customer accounts and passing related entries
5. VAT Calculation
6. Cash and Bank receipts and depositing of same with bank
7. Verification of Receipts
8. Sorting out billing / debtors related queries
9. Bank Reconciliation
10. Handling Petty Cash
11. Correspondences with bank
12. Handling Reception

**Personal Details**Date & Place of Birth: 14th September 1990, PalambraSex : FemaleNationality : IndianMarital Status : MarriedLanguages Known : Malayalam, English , Hindi |