***MEKHA***

***MEKHA.355113@2freemail.com***

**JOB OBJECTIVE**

*To work with a group that will utilize my knowledge and skills towards the contribution to the success of the company. I wish to utilize my proficiency in principle of accountancy and computer applications like MS Office, Tally, Peachtree, and Quick Book etc. towards* effective performance of my duties**.**

 **Educational Qualification**

* + M.Com (Finance) [Pursuing] – M.G. University
	+ B.Com (Co-operation) – Kerala University
	+ Higher Secondary- Kerala State Board
	+ SSLC – Kerala State Board

**Computer Knowledge**

Diploma in **I**ndian & **F**oreign **A**ccounting (Tally ERP9, M S Office, Peachtree, Quick book) – ***Certificate No.G.009243***

***WORK EXPERIENCE LEVEL***

* *1 year Experience in India*

***Duties and Responsibilities***

* *Perform journal entries.*
* *Maintain general ledger.*
* *Prepare all vouchers like receipt voucher, payment voucher, sales voucher, purchase voucher etc.*
* *Prepare profit & loss account and balance sheet.*
* *Prepare Cash flow statements.*
* *Prepare invoices in Microsoft Office.*
* *Printing cheque (Tally).*
* *Verify financial statements, ledgers and accounts for errors and make appropriate corrections.*
* *Prepare reconciliation statement.*
* *Maintained fixed assets register, updated details of new assets purchase, sale of old assets.*
* *Maintained cash book, bank book, debtor’s ledger, creditor’s ledger and all other subsidiary Books of account.*
* *Prepare petty cash voucher, payment voucher, receipt voucher etc.*
* *Prepare monthly attendance & over time record*,

**Personal Details**

 Sex - Female

 Date of Birth - 03.06.1991

 Marital Status - Married

 Nationality - Indian

 Languages known - Malayalam, Hindi,Tamil & English

**Passport Details**

 Date of issue : 01/09/2014

 Date of Expirey : 31/08/2024

 ***DECLARATION***

*I hereby declare that the above stated particulars are true and correct to the best of my knowledge and belief.*

*Place*: Yours Faithfully*Date:*