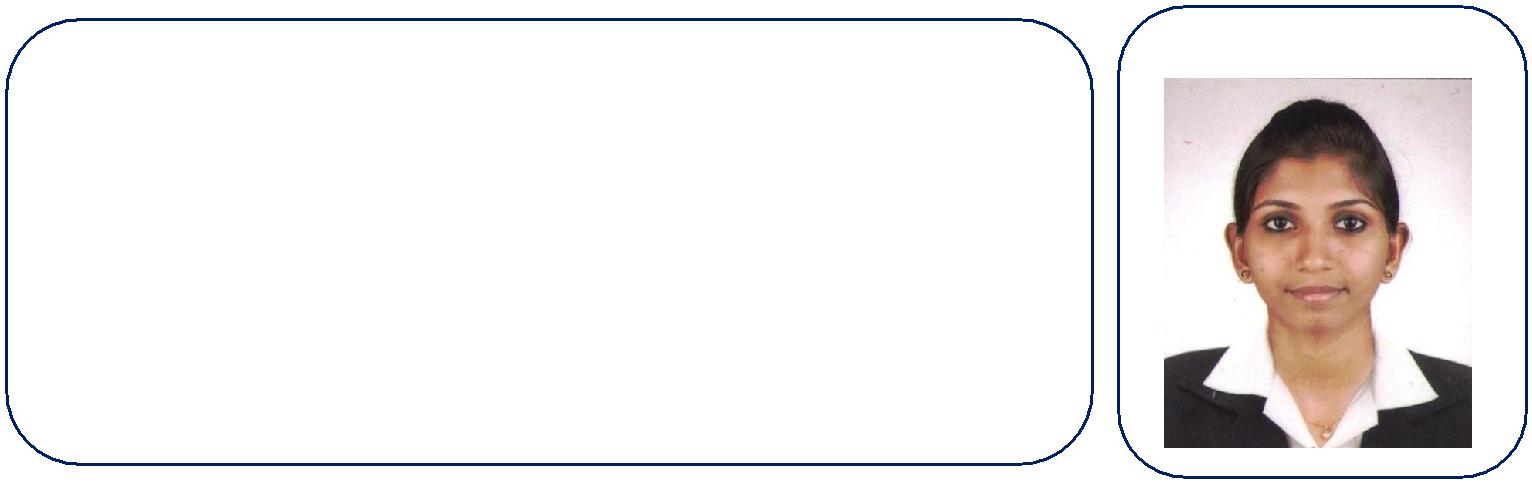
**Accountant with 2.5 years Professional Experience**



**CHIPPY**

[**CHIPPY.374431@2freemail.com**](mailto:CHIPPY.374431@2freemail.com)

**OBJECTIVE**

To be assigned a challenging role in **Finance & Accounts** that helps in utilization of my potential and provides me the opportunity to apply my skills to the mutual benefit of the organization and self.

**WORK EXPERIENCE**

* **Accountant**

**Double Bull Accountants (Dec 2014 to till June 2017)**

(Account outsourcing, HRM & Management Consultancy), Thrissur, kerala

**JOB PROFILE**

 Prepare Journal Vouchers and review revenue, expense, assets, liabilities and other accounting documents

 Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and any other related documents

 Manage Cash in hand, Petty cash & Review cash reports, Bank reports, Bank Facilities, PDC Registers and maintaining working capital



 Reconcile of A/R and A/P, Prepare ageing report & Maintain list of accounts receivable and payable



 Reconciliation of Banks, Associated Companies & Related Parties, Customers and Supplies Accounts



 Reconciled inventory and altered journal entries to match general ledger with inventory system



 Prepare and review a pay roll accounting, leave salary, gratuity and other employee’s benefits calculation and update the in formations in the employee records on HRMS system



 Manage month-end close activities including the preparation and review of Adjustments & Closing entries

 Prepare periodical financial statements such as Trial Balance, Profit & Loss Account, Cash Flow Statement, Balance Sheet and any other reports as per the instructions from the management

 Manage Fixed Asset Register, and maintain all related documentations



 Liaison with management for monitoring any contingencies which need to be reserved



 Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations



 Provide time to time information to the Management



**EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com)**

MG University, India

* **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**IT SKILLS**

* Proficient to use Ms Office, Tally ERP 9, Peach Tree
* Confident to do any accounting software

**PROFESSIONAL SKILLS**

* Ability to work on own initiative and to tight deadlines
* Strong work ethics
* Professionalism.
* Willingness to Learn
* Planning/Organizing.
* Computer/Technical Literacy
* Leadership/Management Skills.

**PERSONAL INFORMATION**

Date of Birth : 22/01/1994

Gender : Female

Marital Status : Single

Religion : Hindu

Languages Known : English, Malayalam and Hindi

Visa Status : Visit Visa

**REFERENCE**

Reference will be provided on demand.