**Athulya**

Email : athulya-394750@2freemail.com

**PROFILE SUMMARY**

**CAREER OBJECTIVE**

To obtain a meaningful and a challenging position that would be helpful in development and willingness to utilize existing potentialities to the expectations of the company as well as gain, growth and achieve milestones.

**PERSONAL STRENGHTH**

* Good interpersonal skills
* Good analytical and problem solving skills
* Ready to accept challenges
* Vast knowledge of Accounting

**EDUCATION**

* B Com (Taxation) from University of Kerala.
* M Com from Madras University.

**IT SKILLS**

* Tally ACE, MS Office

CERTIFICATION

* ASAP from General Education and Higher Education Departments, Govt of Kerala.
* National Service Scheme (University of Kerala)
* Certificate in Housekeeping from Kerala Institute of Tourism & Travel Studies.

**WORK EXPERIENCE**

( Chartered Acoountant Firm)(One year experience)

Key Responsibilities:

* Goods & Services Tax (GST) Filing
* Finalisation & Filing of KVAT Returns
* Income Tax Returns Filing
* Prepare & maintain Statutory Books of Accounts
* Full- Cycle Accounting
* Financial Statement Preparation
* General Ledger entries & Audit
* Tax Audit of Individuals & Corporates
* Bank Reconciliation statement preparation
* Co-ordinating & Integrating activities

**PERSONAL PORTFOLIO**

Date of Birth : 25/07/1994

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, Malayalam, & Hindi

**PASSPORT DETAILS**

Date of Issue : 07/11/2017

Date of Expiry : 06/11/2027

 **DECALRATION**

I do hereby affirm that the information given above are true and correct to the best of my knowledge and belief.

 **ATHULYA**