**RESUME**

**CHRISTINA JAMES**

**Thykkootathil House**

**Karuvelipaddy, Kochi-5**

**Contact: 7994212952**

**Career Objective**

Seeking a challenging opportunity with an organization where my knowledge and skills can be extensively

**Job Profile**

* Check Monthly Bank Reconciliation Statements of Bank accounts maintained.
* Payroll Management
* Creditors Monitoring
* Branch monitoring and Inter Branch Reconciliation
* Software – Tally ERP 9
* Generating E- consignment Forms and E-Way Bill
* Gst Returns
* Tds and Advance tax filing
* **Purchase Entry In tally**
* Payment Vouching, Sales& Receipt Vouching, Checking & Scrutinizing of Ledger
* **Cash handling and preparation of Daily Cash Book Report**
* **Maintain all aspects of finance ,accounting marketing and data processing for the company**

 **Experience**

* **Four Years Experience in A2Z group Of Concerns as Accountant**

**Educational Qualification**

* Graduation
* Plus two
* S.S.L.C

**Personal Skills**

* Dedicated
* Loyal
* Team player

**Additional Skills Languages:**

 English, Malayalam, Hindi

**Computing skills:**

* Word, Excel, PowerPoint [Have Working Experience]
* Accounting Package –Tally ERP 9 [Have Working Experience

**Personal Profile**

 Date of Birth: 29th Sep 1993

 Age: 25

 Gender: Female

 Nationality: Indian

 Marital Status: Single

 Country of Residence: India

 State: Kerala

 Place: Kochi

 Willing to Relocate: Yes

**Reference**

**E.S.Jose Chairman** and Managing Director, A2Z Group of Concerns. Contact Number: 9847047470

**Declaration**

I hereby declare that all the data furnished above are true to the best of my knowledge and belief. I shall carry myself in a manner that leads dignity to the organization and worthy enough of the person.

**CHRISTINA JAMES**