



Riya George

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georgeriya6.rg@gmail.com

Permanent Address

Vazhappilly house
Thevara p.o
Kochi, Kerala
India
Pin code: 682013

Personal Details

Father's Name: George VF
DOB : May,06,1994
Nationality : Indian
Place of Birth : Kochi, Kerala
Civil Status : Single
Religion : Christian

Languages Known

English, Malayalam

Personal Strengths

- ☐ Self Confidence.
- ☐ Quick Learner.
- ☐ Good team Player.
- ☐ Ability to relate with people. through effective communication skills.
- ☐ Ability to work hard and handle crisis situation & face challenges.
- ☐ Capable of working independently and in a team.

Curriculum Vitae

Objective

To secure a challenging and responsible position in an organization and this could provide a healthy environment and maximum opportunities for growth and development.

Area Expertise

Accounts Professional under Chartered Accountant's firm

Educational Qualification

Master of Commerce(2016)

KMM college of Art and Science, Thirkakkara MG university

Bachelor of Commerce (2014)

MG university

Higher Secondary(2011)

Sacred heart Higher secondary school ,Thevara

SSLC(2009)

ST.Thomas High school,Perumanoor

Software Skills

- TALLY ERP9 
- SAP R/3-FICO 
- SAP B.ONE 
- M.S. OFFICE 

Professional Experience - 1Year 6 months

Company: **KRISHNA & VINOD CHARTERED ACCOUNTANTS**

Position held: **ACCOUNTANT**

Date: Feb 2017 - till date

Duties and Responsibilities

- ✓ Establishment and maintenance of accounting system of various entities.
- ✓ Preparation of periodical reports.
- ✓ Conducting Tax audit & Internal Audit.
- ✓ H.O. branch accounting
- ✓ Reconciliation, Bank, Debtors, Creditors Head Office & Branch
- ✓ G.S.T. Accounting, Set-off, Filing
- ✓ T.D.S., Deduction, Payment, Return filing

References

KRISHNA & VINOD CHARTERED ACCOUNTANTS

2nd Floor, Manjooran Building,

Opp. Income Tax Office, I S Press Road

Email ID : kv1815@gmail.com

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kochi

RIYA GEORGE

Date: