



## Riya George

Mobile: +91 8891387987

[georgeriya6.rg@gmail.com](mailto:georgeriya6.rg@gmail.com)

### Permanent Address

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

### Personal Details

Father's Name : George V F  
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 -2 Years

**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
- ✓ Assist G.S.T. Accounting, Set-off, Filing
- ✓ Assist 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

Date:

**RIYA GEORGE**