

AYANA JOSE

Accounting Professional

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Kakkuzhiparambil (H),
Rajakumary (P.O),
Idukki, Kerala - 685619

CAREER OBJECTIVE

To be a part of dynamic organization where I can apply my professional knowledge and my capabilities which can be further used to improve the overall functioning of the organization.







PROFESSIONAL EXPERIENCE

-  **Company** : Academy of Accounts
- Designation** : Worked as an Assistant Accountant (04-12-2017 to 30-05-2019)
-  **Company** : Vijayakumarand Baby Chartered Accountant
- Designation** : Worked as an Articled Assistant (31-01-2017 to 01-11-2017)

KEY RESPONSIBILITIES

- GST Return filing
 - Maintaining Accounts Receivable and Payable
 - Handling mails and book keeping
 - § Bank Reconciliation
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EDUCATIONAL QUALIFICATION

	GPA
Master of Commerce  University of Madras, Chennai  (Pursuing)	
Bachlelor of Commerce  Mar Athanasious college of Arts and Science, Kothamangalam  2013-2016	8.1/10
Standard XII  SNVHSSNRcity, Idukki  2011-2013	9.2/10

Standard X

SNVHSSNRcity,Idukki

2010-2011

8.2/10

TECHNICAL SKILLS

- Ø Microsoft Applications
 - Ø Tally ERP9
 - Ø MSExcel
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ACHIEVEMENTS & CERTIFICATION

- Ø Practical training in Financial & Management Accounting
 - Ø Information Technology Training Certificate
 - Ø Orientation Certificate
 - Ø National Service Scheme Certificate
 - Ø Junior Red Cross Certificate
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KEY STRENGTHS

- Ø Computational and Analytical skills.
 - Ø Work with positive attitude to contribute the healthy functioning of the organization.
 - Ø Continuous learner and willingness to improve with experience.
 - Ø Punctual and Dedicated
 - Ø Sncere and good in maintaining relationships
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PERSONAL PROFILE

Date of Birth : 05-04-1996
Gender : Female
Nationality : Indian
Marital Status : Single
Languages Known : English and Malayalam

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Ayana Jose