



Valavamthuruthil House
Perumpadappu
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Rinu Lopez V.C

Objective

To accept any position of which I am qualified that provides challenges and opportunities for additional training and healthy learning.

Strengths

- Possess good **analytical skill** and have a **logical approach** towards situations.
- **Excellent organizational abilities** by co-ordination of work and bearing an open mind to individuals as well as collective views.
- Strong **leadership skill** and willing to **take responsibilities**.
- Enjoy **working to tight schedules** and **targets**

Education

Qualification	Board / University	Year
Doing M.Com	MG University	2017
B. com	MG University	2007 - 2010
Plus Two	Board of Higher Secondary	2005 - 2007
SSLC	Board of Public Examinations Kerala	2005

Summary

- Father's name : V.T.Christopher
- Date of Birth : 30th May 1990
- Sex : Female
- Marital status : Married
- Nationality : Indian
- Religion : Christian

Work experience

September 2007
(Still working)

A.V.Sight Care
(Medical/Surgical Distributor)

Ernakulam North

➤ **9 years experience in Accounting & Billing**

Key Responsibilities

- Computerized Accounting in Tally
- Computerized Billing in Tally
- Monitor the email every day
- Report immediately to the Admin. Regarding outstanding payments
- Customer Attending
- Voucher Creation
- Journalising Entries
- Preparation of Final Accounts
- E-Declaration (Form 8FA, Transaction Slip)
- Issue C-Form
- Stock Maintenance
- Expert in E-filing
- Expert in M.S.Office & Tally
- Filing GSTR-3B, GSTR-1, GSTR-2

Computer Skills

- M S Office
- Tally ERP 9

Areas of Interest

- Finance
- Accounts

Language Proficiency

- English
- Malayalam

Declaration

I hereby declare that all the above statements are true to the best of my knowledge and belief.

Place : Kochi

Date :

RINU LOPEZ V.C