



# ATHIRA AJI

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## PERSONAL DETAILS

Date of Birth: 08/08/1994

Gender: Female

Father's Name: Aji Ashokan

Marital Status: Single

Passport Number: R3310245

Date of Expiry: 25/07/2027

## PERSONAL SUMMARY

Accounting professional specializing in helping companies introduce or updating accounting systems. Personable and organized professional who is sincere, diligent and accurate in the fields of billing, report making, and overseeing back transactions and maintain daily cash book in excel and register. Works easily with both technical and non technical people and strives to exceed any requirement. Wishes to leverage knowledge and growth in the field of SAP.

## LANGUAGES

English & Malayalam

## SKILLS

- Accounting procedures consultant
- Accounting operations professional
- ERP (Enterprise Resource Planning) software
- Invoice coding familiarity
- Cash flow analysis
- Strong communication skills
- QuickBooks expert
- Self-motivated professional
- MS Office Suite
- SAP expertise

<b>WORK HISTORY</b>	<ul style="list-style-type: none"> <li>• <b>1 Year Accounts Trainee at Accountants Service Society, Irinjalakkuda (Oct 2016 – May 2017 )</b></li> <li>• <b>2 year Account Assistant at Rainbow Cruises, Alleppey since August 2017 to September 2019</b></li> </ul>
<b>ROLE</b>	<ul style="list-style-type: none"> <li>• Generated and submitted invoices based upon financial schedule.</li> <li>• Generated reports detailing various metrics and account information.</li> <li>• Collected and arranged information and entered details into computer database.</li> <li>• Followed up with customers to collect information and verify details.</li> <li>• Maintained integrity of general ledger, including the chart of accounts.</li> <li>• Filed tax returns and prepared governmental reports in compliance with strict standards.</li> <li>• Analyzed monthly balance sheet accounts for corporate reporting.</li> <li>• Generated financial statements and facilitated account closing procedures each month.</li> </ul>
<b>SKILL</b>	<p>Communication Skills  Computer Proficiency  Accounting Knowledge  Good interpersonal</p>
<b>ACADEMIC DETAILS</b>	<p>M.com(Finance)on going- M G University - Alleppey  B.Com (CA)- 2016 – Universal Institute of Technology – Alleppey - <b>64%</b>  Plus Two - 2013 – SDV Higher Secondary School – Alleppey - <b>72%</b>  10<sup>th</sup> - 2011 - Kerala State Board - <b>83%</b></p>
<b>CERTIFICATION</b>	TALLY ERP, SAP
<b>REFERENCE</b>	<p>1.Indu Prasad  Former Reservation Manager  Rainbow Cruises,Alleppey  Mob:-9562499050</p> <p>2. Pradeesh N.B  Former Accounts Manger  Rainbow Cruises, Alleppey  Mob:- 9447789366</p>

**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.**

**DATE :**

**PLACE : ALLEPPEY**