

**ANCY V. D**

**Mob : +918606015248**

**Email ID : [anvelutheppilly11@gmail.com](mailto:anvelutheppilly11@gmail.com)**



### **CAREER OBJECTIVE**

*To become a sought after professional being part of an organization that exploits my potential to the fullest, and put to best use of my skills, contributing to the success of the organization, proving my passion for work and excellence, and hence grow along with it.*

### **ACADEMIC QUALIFICATIONS**

<b>COURSE</b>	<b>NAME OF BOARD / UNIVERSITY</b>	<b>YEAR OF PASSING</b>
B.Com ( co-operation)	M.G. University	2015
Plus Two (Commerce)	Higher Secondary Board of Kerala	2012
S.S.LC.	Kerala State board of Public Examination	2010

### **COMPUTER SKILLS**

- Thorough Working knowledge in MS Office
- Expertise in MS Power point & Excel
- Exposure to Tally Accounting Package
- Qualified the Certificate Course in Professional Diploma in Computerized Financial Accounting in Kerala State Rutronix.
- Good working knowledge of Internet.

### **INTER PERSONAL SKILLS**

- Great demonstration and leadership quantities
- Very careful and responsible.
- Energetic and positive attitude with profound communication skills both verbally and written.
- Team building skills

## PERSONAL PROFILE

Name : Ancy V D

Address : Velutheppilly (H)  
Parappuram P.O  
Puthiyedom  
683575

Age & DOB : 25, 11-12-1994

Sex : Female

Marital Status : Single

Religion : Christian

Nationality : Indian

Languages Known : English, Malayalam, & Tamil

## WORK EXPERIENCE

### Previous Employment

#### I)

- **Rtd. Sales Tax Officer Thomas Kachappilly.(Tax Consultancy)**
- **Accountant**
- **2 years and 5 months (04/04/2016 to 28/09/2018)**

#### Job Profile

- Prepare General Accounts of firms.
- Checking Purchase Bills, Sales Bill, Vouchers & Receipts Etc.
- Checking Ledger , Cash Book , Bank Book , & Journal
- Checking Purchase & Sales Register
- Prepare Balance Sheet , P & L
- Handling GST Tax & VAT Tax Works.
- Letter Typing in word, Excel Jobs, Mailing & Scanning works.
- To assist Chief Accountant in all related jobs.

#### II)

- **Edamattathu Associates ( Sales Tax Practitioner)**
- **Accountant**
- **10 Months (02/01/2019 to 31/10/2019)**

#### Job Profile

- Prepare General Accounts of firms.
- Checking Purchase Bills, Sales Bill, Vouchers & Receipts Etc.
- Checking Ledger , Cash Book , Bank Book , & Journal
- Checking Purchase & Sales Register

- Prepare Balance Sheet , P & L
- Handling GST Tax & VAT Tax Works.
- Letter Typing in word, Excel Jobs, Mailing & Scanning works.
- To assist Chief Accountant in all related jobs.

**DECLARATION**

I hereby declare that the above furnished information is true and correct to the best of my knowledge.

**ANCY V D**