

# Geethu Issac

Kariyil House cmc 30 Cherthala  
Alappuzha, Kerala, 688524  
9947313616  
geethuissac1997@gmail.com

## Summary

Highly motivated, well organized accountant offering 2 year experience in Accounting. Expert in journal entries, data entry, billing and collections. Deals with GST Returns in tally . Highly competent in MS Office, MS Excel .

## Education

**Naipunnya school of management** , Cherthala, Kerala  
B.com commerce with computer application

Graduated - May 2017

## Employment History

**Jossy thomas & co**, Cherthala, Kerala  
*Accounts Assistant*

November 2017 - Present

Deals with the bill entering in tally. GST returns filling 3B ,GSTR 1 etc .TDS filing ,Income tax filing. Entering bank transactions.

## Professional Skills

Journal entries  
Tally  
Billing and collections  
Microsoft office  
Excel

## Languages

English  
Malayalam

## References

**Jossy Thomas**  
(944) 603-9662  
jossythomasco@gmail.com

Jossy thomas&co  
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stasion cherthala 688524