

ATHIRA VIJU

Karikketh (H)

Thalacode P.O

Mulanthuruthy

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CAREER OBJECTIVE

An enthusiastic self-motivated individual with excellent interpersonal skills, the ability to take responsibility. To seek a challenging & responsible assignment in a reputable organization, where I apply my current skills & knowledge.

EXPERIENCE

➤ **ACCOUNTANT** – Edassery Group of Hotels. (2020-21).

RESPONSIBILITIES

- GST Filing
- Flood Cess Return filing
- KVAT Return Filing
- Tally ERP9
- E-Banking
- Handling of cash transactions
- ESI Return Filing
- Credit card payment
- Analyzing of monthly bank statement
- Checking of closing stock of all outlets
- Replying of all E-mail queries

➤ **ACCOUNTANT**–Mustache Clothing Limited. (2019-2020).

RESPONSIBILITIES

- Manual and computerized book keeping
- Checking of income and expenses of each month
- Banking (Daily deposit, NEFT, RTGS, IMPS)
- Billing
- Daily sales reconciliation

➤ **ACCOUNTS ASSISTANT** –T. S. Philip & co., Chartered Accountants.

RESPONSIBILITIES

- Manual and computerized book keeping
- Auditing
- Income Tax return filing
- GST Filing
- Finalization of accounts
- Letter preparation

PERSONAL SKILLS

- Excellent planning and organization skills.
- Excellent communication skills.
- Honest & sincere in dealing with customers and colleagues.
- Interested to take responsibilities and extra tasks.
- Hardworking.

EDUCATIONAL QUALIFICATION

- **GRADUATION – B. com. (80%)**

Mahatma Gandhi University –2014-2017.

- **HIGHER SECONDARY - Commerce (85%)**

Govt. HSS, Mannathoor – 2012-2014.

- **S S L C (78%)** Govt. H.S.S. Namakuzhy – 2012.

TECHNICAL QUALIFICATION

Diploma in Indian and foreign accounting (Tally ERP9, Peachtree and Daceasy accounting).

Microsoft Excel, Word and power point.

PERSONAL INFORMATIONS

Name : AthiraViju
Age, Date of birth : 24, 02-05-1997
Sex : Female
Father's Name : Vijukumar P. K.
Marital Status : Married
Nationality : Indian
Linguistic ability : English, Malayalam.

Declaration

I hereby declare that the above-mentioned is correct up to my knowledge and
Bear the responsibility for the correctness of the above-mentioned particulars.

THALACODE

ATHIRA VIJU