



ARATHY M.B

Email ID

aarathymb22@gmail.com

Contact Number

Mobile : 7025380137
9497219099

Permanent

Madathilparambil (H)
Naduvilaemuri
Thalavady (P.O)
Alappuzha
Pin : 689572

Personal Details

Date of Birth : 22/11/1996

Nationality : Indian

Father's Name : Bhasurangan

Mother's Name: Sreekumari

Status of life : Single

PROFESSIONAL SUMMARY

To gain experience in the field of accounting and also utilize my skills and abilities in the organization which offer professional growth while being resourceful, innovative and flexible.

EXPERIENCE

Billilg Executive at Laeshore Hospital Kochin From April 2021

Accountant at kollammuri Financieres Thalavady from 16 Nov 2020 to 24 April 2021

Sr. Accountant at Thoompunkal Associates,Changanasserry from Sep 2017 To 14 Nov 2020

NATURE OF JOB

- GST Returns Filing
- Maintaining books of accounts of various parties
- Preparation of cash book, Day book, Ledger
- Trial Balance, Profit & Loss account and Balance Sheet
- Preparation of Projected Financial Statements
- Filing Annual returns
- Preparation of Payment & Receipt Vouchers
- Dealing With Clints
- Answering phone calls, mails and responds to queries
- Provide patients and other departments of the hospital with necessary information
- Schedule patient appointments

EDUCATION

Master of Commerce: Finance and Taxation (Mahatma Gadhi University)

B.Com: Computer Application (ST Aloysius College Edathua)

TECHNICAL SKILLS

- Tally ERP -9
- Windollsoft Money
Lending and Gold
LoanSoftware
- Master Accounting
- OCTA GST
- MSExcel,Word,
Office,
- Basics of internet

Laguages Known

English
Malayala
m Hindi
Tamil

Higher Secondary: Commerce (ST George HSS Muttar)

Secondary School (ST George HSS Muttar)

STRENGTHS

- Analytical mind to identify problems and implement effective solution.
- Flexible by nature.
- Positive Attitude.
- Hard working & Self Confident.
- Capable to work in Team

REFERENCE

Joshy Thomas (GST Practitioner)

Thoompunkal Associates

Ph: 9447399610

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: ALAPPUZHA

(Arathy M.B)