

RESUME

NAME : VARSHA SUSAN MATHEW
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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company

EDUCATION QUALIFICATION

- ◆ SSLC
- ◆ Plus Two
- ◆ BCOM

EXPERIENCE

Worked with Manna Catering and Events as **Accountant** as from the period (12-03-2019--18-09-2019)

JOB RESPONSIBILITES

- ◆ Auditing financial information
- ◆ Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- ◆ Dealing with insolvency cases
- ◆ Negotiating the terms of business deals and moves with clients and associated organizations
- ◆ Managing colleagues, workloads and deadlines
- ◆ Meeting and interview clients
- ◆ Financial forecasting and risks analysis
- ◆ Administering payrolls and controlling income expenditure
- ◆ Preparing accounts and tax returns
- ◆ Providing tax planning services with reference to current legislations

- ◆ Organizational skills and ability to manage deadlines
- ◆ Team working ability
- ◆ Communication and interpersonal skills
- ◆ A methodical approach and problem solving skills

PERSONAL DETAILS

NAME : VARSHA SUSAN MATHEW
DATE OF BIRTH : 12-03-1999
SEX : FEMALE
MARTIAL STATUS : MARRIED
NATIONALITY : INDIAN
HUSBAND NAME : MONU ANDREWS
LANGUAGES KNOWN : ENGLISH, MALAYALAM, HINDI AND ARABIC

LICENSE DETAILS

Valid license in India
License type: M/C w/o Gr, LMV
License no: 5/7677/2017
License expiry: 28/08/2037

PASSPORT DETAILS

PASSPORT NO: S2914618
OLD PASSPORT NO: 17/01/2011
DATE OF ISSUE: 01/06/2018
DATE OF EXPIRY: 31/05/2028

DECLARATION

I do here by declare that all information's are true to the correct and best of my knowledge and belief.

Place: Kottayam
Date: 04/09/2020

VARSHA SUSAN MATHEW

