



MARY DISNA

PERSONAL SUMMARY

Seeking a challenging opportunity with an organization where my knowledge and skills can be extensively applied to achieve the organizations success. And also allow me to learn new environment and concepts for my future career growth.

PERSONAL DETAILS

PALISSERY HOUSE, NEAR
JAIHIND GROUND,
NJARAKKAL .P.O
Pin – 682505.
M: + 8086838197
E: marydisna98s@gmail.com

Father's Name: DENNYTHOMAS
DOB : 31/01/1998
Marital Status: Single
Nationality : Indian
Can Speak : English,
Malayalam

KEY SKILLS &

COMPETENCIES

- Prominent in computer programs like Excel, PowerPoint , Tally
- Knowledge of Accounts Payable & Receivable processes and procedures. Experience in using SAP and other similar accounting systems.
- Strong Excel skills.
- Preparation of Offline Online filing of GST returns and reconciliation of GST return with books of accounts.
- Client Relations.
- Handling Mails and other request from clients and internal departments.

WORK EXPERIENCE

- **ASA & Associates LLP, Chartered Accountants
Ernakulam**
Accounts Trainee
(February 2021)

TECHNICAL SKILLS / COMPUTER PROFICIENCY

- MS Office
- GST return filing
- Good Knowledge user in Tally.
- Good working knowledge of MS- Excel
- Good knowledge of MS – Word and PowerPoint
- Good knowledge in Internet and Social networking.
- Good knowledge in GST Filing

PERSONAL STRENGTHS AND ABILITIES

- Office Administration & Customer Support.
- Quick study, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies.
- Excellent in communication so as to manage different types of customers & Clients.
- Hard work, Dedicated, innovative and self-motivated team player/builder.
- Excellent in performing arithmetical calculations required for handling the accounts concerned.
- Will adjust with everyone and respect everyone equally.
- Quick Learner
- Teaming up with colleague
- Ability to work independently in demanding situations
- Organized and well-structured at work and committed to deadlines and schedules

ACADEMIC QUALIFICATIONS

- B.Com
M.G University – 82%
 - PLUS TWO
Board of Higher Secondary Education, Kerala – 82%
 - SSLC
Central Board of Secondary Education, Delhi – 86%
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DECLARATION

I Hereby Declare That Above Information Specified Is True To The Best Of My Knowledge And Belief. I Shall Be Highly Grateful If You Could Provide Me With Hope With An Opportunity To Do The Work In Your Esteemed Organization. I Look Forward For Favorable Response.

Place -Ernakulam

Date -

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