

Curriculum vitae

ANNA ALISHA GEORGE

ARAKKAL HOUSE
NAYARAMBALAM P.O
VYPIN
ERNAKULAM (Dist) – 682509
KERALA, INDIA



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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

EDUCATIONAL QUALIFICATIONS

MA Economics (Pursuing)
BA Economics (M G University)
Plus Two (Board of Kerala)
SSLC (Board of Kerala)

IT SKILLS

Thorough working knowledge in computerized environment
Systems involving Microsoft Office Packages
Accounting packages – Tally ERP 9

WORK EXPERIENCE

- | | | |
|-----------------|---|--|
| 1) Organization | : | M/s. MASTER OF ACCOUNTS |
| Position | : | Accounts trainer |
| Period | : | From 2 nd April 2018 to 30 th Sep 2021 |
| Reference | : | Saji Mathew (Ph. # 9995239049) |
| 2) Organization | : | Kids Kempe Thekkinedathe |
| Position | : | Accountant |
| Period | : | From 15 th oct onwards |

JOB PROFILE

Maintenance of Day Book and ledgers

Maintain Cash and accurately record cash transactions.

Payroll preparation and Accounting

Preparing payroll sheet based on monthly attendance report.

Preparation of Purchase and Sales registers. Monitoring Payables and

Receivables; produce monthly statements of accounts.

Reconciliation of banks.

PERSONAL INFORMATION

Father's Name : A.A George
Date of Birth : 24/02/1996
Gender : Female
Nationality : Indian
Marital Status : Married
Religion : Christian
Languages Known : English, Malayalam

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Date:

ANNA ALISHA GEORGE