



GLADY LIZ MICHAEL

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PASSPORT DETAILS

- Passport Number: S5025346
- Date of issue: 20/07/2018
- Date of Expiry: 19/07/2028

PERSONAL PROFILE

- Date of Birth: 28/08/1995
- Nationality: Indian
- Sex: Female
- Father's name: Michael
- Religion: Christian
- Marital Status: Married
- Permanent Address:
Tharayil House
Pizhaku P.O
Manathoor, Kottayam
Kerala- 686651
India

PERSONAL SUMMARY

Goal-focused Accountant & Audit Assistant with 5 years of experience in audit preparation and reporting. Processed proficient maintenance of data, audits, journals, documentation and presenting data, providing financial reports, delivering profit and loss and balance sheet under time pressures, and established procedures for training and managing of staff with great team spirit.

WORK EXPERIENCE

November 2018- December 2021

Accountant & Audit Assistant, BSJ & Associates, Kerala, India

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Check the accuracy of accounting systems and procedures.
- Review, assess and recommend changes in accounting systems and controls of a business unit.
- Verify and inspect general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments
- Supervision of accounts trainee's team consisting of 4 people

TECHNICAL SKILLS

- Accounting Packages-
Tally ERP9.0,Quickbooks
- Operating Systems-
Microsoft
- Packages- MS Office,
Excel, Word

AREA OF INTEREST AND SKILLS

- Advanced Book keeping
- Financial Statements
- General Ledger Accounting
- Account Reconciliation
- Team spirit
- Patience and Punctual
- Ability to learn new things
- Finishing the tasks in the given timeline
- Excellent communication skills and Interpersonal skills
- Excellent Managerial Techniques

LANGUAGES KNOWN

- English
- Malayalam

July 2016- July 2018

Accountant, M/s. Real Accounts, Kerala, India

- Maintained company general ledger, monthly close processes, and account reconciliations
- Performed monthly bank reconciliations and general ledger account analyses
- Management and supervision of accounts trainee's team consisting of 2 people with varying skill and ability levels
- Summarize financial data to compile and keep financial records using journals, ledgers
- Complete period-end closing procedures and report as specified
- Check cash and bank balances periodically
- Processing monthly return related statements for filing GST
- Preparation of Purchase and Sales registers, Monitoring Payables and Receivables
- Produce monthly statement of accounts
- Maintain confidentiality of proprietary information

Additional Information

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the ledgers and subsidiary financial systems; assists in the preparation of assigned, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

EDUCATION

2020

Masters, Commerce

Indhira Gandhi National Open University, Newman College, Thodupuzha, India

2016

Bachelors, Commerce

Mahatma Gandhi University, Newman College, Thodupuzha, India

2013

Higher Secondary, Commerce

Board of Higher Secondary Examination, Government of Kerala, St. Sebastian's HSS, Kadanad, Kerala, India

2011

Secondary School Leaving Certificate

General Education Department, Government of Kerala, St. Joseph's HS Manathoor, Kerala, India

CERTIFICATIONS

- Diploma in Financial Accounting, Bharat Sevak Samaj ,India-JUN 2018
- Certificate in Advanced Financial Accounting, Bharat Sevak Samaj,India-JUN 2018

REFERENCES

Available on request

DECLARATION

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

GLADY LIZ MICHAEL