

DEEPTHI M A

PROFESSIONAL SUMMARY

I look forward to a challenging career in your esteemed organization where I can be part of an environment that encourages learning, hard work and team spirit.

EXPERIENCE

Accounting Clerk, 07/2012 - 01/2016

MOSC Medical College Hospital Kolenchery

- Managing all the cash transactions, payment & receipt.
- Maintaining daily account of the daily transactions.
- Balancing the daily account at the end of each day.
- Checking the daily cash balance.
- Interacting with the persons that come to the counter.
- Solving all their cash related queries.
- Managing all the debit/credit card transactions.
- Reporting discrepancies they find within the accounts to their superiors.

Accountant Assistant, 01/2012 - 05/2012

Svjs & Associates Company Secretaries

- Maintained Cash Book, Petty Cash Book & payment and receipt vouchers.
- Maintained Books of Accounts in Tally.
- Preparation of profit & loss account and balance sheet.
- Reconciliation with Bank Statement.

Teaching Assistant Trainee, 06/2008 - 09/2009

Micro Computer Academy

- Teaching PGDCA (Post Graduate Diploma in Computer Application, Ms-Office, Tally).
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EDUCATION

M.Com (Finance)

Mg. University

B. Com (Co-operation)

Mg. University



CONTACT

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TECHNICAL SKILLS

- PGDCA(Post Graduate Diploma in Computer Application) with Tally.
 - DIFA(Diploma in Indian and Foreign Accounting).
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LANGUAGES

English,Hindi,Malayalam