

Objective

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.

Educational Qualification

<i>M.Com</i>	<i>B. Com</i>	<i>Plus-Two</i>	<i>S.s.l.c</i>
<i>Mg. University</i>	<i>Mg. University</i>	<i>State Board</i>	<i>State Board</i>
<i>2009-2011</i>	<i>2005-2008</i>	<i>2003-2005</i>	<i>2002-2003</i>

Technical Skills

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

Experience

Accounting Clerk

MOSC Medical College Hospital Kolenchery

July 2012 –January 2016 (3 years 6 months)

- 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

Svjs & Associates Company Secretaries

January 2012 –May2012 (5 months)

- 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

Micro Computer Academy
June 2008–September2009 (1 year 3 months)

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

Personal Details

D.O. B	06.08.1985
Nationality	Indian
Marital Status	Married
Husband Name	Anish Sudhakaran Nair
Passport Number	N2810487
Languages Known	English,Hindi,Malayalam

Declaration

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Deepthi M.A