

GREESHMA ALEN

ACCOUNTANT

Address - Vazhakoottathil (H), Palarivattom - 682025, Ernakulam
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PROFILE

Detailed Accountant focused on honoring company ethics and presenting confidentiality. Expert in handling ,maintaining and reconciling general accounts like managing accounts payable and accounts receivable, maintaining all accounting records and files, updating financial data in accounting software. And also effective communicator with great analytical skill and excellent team work abilities.

Now looking for a new & challenging accountant position, one which will make best use of my existing skills and experience & also further my development.

PROFESSIONAL EXPERIENCE

JUNE 2021 – PRESENT

CHOICE International Education Private Limited

Accountant

- Tally entry
- Sales billing
- Checking and submission of performance incentive of sales staff.
- Petty cash maintenance and tally entry.
- Checking and updating daily sales.
- Bank reconciliation.
- Submission of updated tally to Chartered Accountants for GST filing.
- Record and maintain all hardcopy of cash book, bank book and petty cash book.

JULY 2021- PRESENT

CHOICE SOFTECH

Accountant

- Tally entry
- Sales billing, Make proforma invoice if customer needed.
- Salary preparation.
- Checking bills payables and receivables.
- Follow-up Sundry Debtors.
- Bank Reconciliation.
- Monthly reports of sales to sales manager.

MARCH 2019 – MARCH2020

Sanfegan Biotech Pvt Ltd.

JUNIOR ACCOUNTANT

KEY RESPONSIBILITIES

- GST filing (GSTR 3B, GSTR 1, GSTR 2).
- Sales/Purchase bill accounting.
- Maintain and recording petty cash details.
- Review accounts payable and accounts receivable.
- Review day book and making necessary corrections.
- Preparing and submission of debtors and creditors outstanding details on a weekly basis.
- Calculating and submission of field expense.
- Assisting in sales projection.
- Checking Target achievement of field employees and submitting.
- Checking of adequate stock and reporting on weekly basis.

SKILLS

- Microsoft excel, Microsoft power point , Microsoft word
- Tally erp9, Tally prime
- Ability to develop strong working relationships
- Commercial and business awareness
- Good team work skills that assist with adjusting to new teams

EDUCATION AND ACADEMIC HISTORY

DEGREE/ EXAMINATION	BOARD/UNIVERCITY	YEAR OF PASSING	STREAM	PERCENTAGE OF MARK
SSLC	BOARD OF GENERAL EDUCATION DEPARTMENT OF KERALA	2012	GENERAL	65 %
HSE	BOARD OF HIGHER SECONDARY EXAMINATION	2014	COMMERCE	74%
B. Com	MAHATMA GANDHI UNIVERSITY	2017	CO-OPERATION	60%
M. Com	MAHATMA GANDHI UNIVERSITY	2020	FINANCE AND TAX	54%

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

Additional Information

Marital Status : Married

Date of Birth : 20-09-1995

DECLARATION

I Greeshma Alen hereby declare that the information furnished above is correct to the best of my knowledge and belief.

Date

Place

Signature