



AMMU.E.S

RESIDENCE ADDRESS

ENJAPPUZHA HOUSE
N.MAZHUVANNOR.P.O
CHEENIKKUZHI
ERNAKULAM
PIN: 686669

Father's Name: **E.S. Saim**

Sex: **Female**

Marital Status: **Single**

Nationality: **Indian**

Date of Birth: **11th Sep 1996**

Mail Id:

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Mobile: +91 7593912189

8281300599

LANGUAGES KNOWN

English
Malayalam
Hindi

HOBBIES

Reading
Gardening

CAREER OBJECTIVE

To pursue a highly challenging career in administration and accounts, where can apply my knowledge, acquire new skills and take advantage of my skills to effectively contribute to the organization.

WORK EXPERIENCE

Half year's work experience in the field of accounts and finance department

Name of the firm: Damaru Network Marketing Pvt. Ltd. Perumbavoor

Post : **Accounting assistant**

Duration : 01-09-2017 to 31-03-18

Nature of Duties

- Manage the company's financial accounts, payrolls, budget, cash receipt and financial asset
- Establish tables of accounts, and assign entries to proper accounts
- Reviewed draft financials for accuracy and consistency.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities
- Prepared and completed various substantive audit tests (test of detail) on balances such as; Investments, Cash, Receivables & Income. Additionally assisted with various substantive analytical tests when deemed necessary

Academic Qualification

- *M.com (finance) -Mahathama Gandhi university kottayam (2018 - 2019) (Completed)*
- *B.com (taxation) - Mahathama Gandhi university kottayam (2014- 2017)*
- *Higher Secondary (Science) - H.S.S. Valayanchirangara (2012-2014)*
- *Secondary: Bethelehem Girls High School, Njaralloor (2012)*

Computer Skills

- Tally ERP 9
- Data Entry Operator (ASAP)
- MS Office (Word, Excel, PowerPoint)

Declaration

I hereby declare that the above furnished all details are stands true and in my good faith.

Place: Perumbavoor

Date:

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