

CURRICULUM VITAE

ALISHA MARIA PAUL

NEDUMATTATHIL HOUSE

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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

EDUCATIONAL QUALIFICATIONS

- **M.Com. - Finance** (M.G. University, Kottayam)
- **B.Com – Finance & Taxation** (M G University)
- **Plus Two - Science** (Higher Secondary Board of Kerala)
- **SSLC** (Board of Kerala)

IT SKILLS

- Thorough working knowledge in computerized environment
- Systems involving Microsoft Office Packages
- Accounting packages – Tally ERP 9

WORK EXPERIENCE

Organization	:	ACCOUNTS INDIA (Accounts contractors provide high quality and specialized accounting services to various industries.)
Location	:	Cochin – Kerala – India.
Nature of Work	:	Manual & Computerized Accounting
Position	:	Accountant
Period	:	From 2 June 2019 to 16 April 2021
Reference	:	P.V. Paulose (Ph. # 04842 384 684)

JOB PROFILE

- Compile and analyze financial information and documents to prepare books of accounts and its finalization.
- Maintenance of Day Book and ledgers
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements
- Preparation of projected and provisional Balance sheets
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts

PERSONAL INFORMATION

Father's Name : Paulose John
Date of Birth : 30-03-1996
Gender : Female
Nationality : Indian
Marital Status : Single
Religion : Christian
Languages Known : Malayalam, English, Hindi

DECLARATION

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

Date:

Alisha Maria Paul