


ADDRESS:   
Vadakkethallackal House,  
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690504  
DATE OF BIRTH:14-10-1996  
PH:+919400032434  
Current Location:Ernakulam

**NAYANA ELZA ALEXANDER**  
[Nayanavadakkethalackal@gmail.com](mailto:Nayanavadakkethalackal@gmail.com)



## PROFILE

To be an asset to the organization that I am a part of contributing towards its development and all the while improving my skills to enable me face sterner challenges in future. Highly detail-oriented individual, eager to contribute towards the building of a strong team. Skilled at handling Audit and Balance sheet.

## WORK EXPERIENCE

- Accountant at DNA Diagnostics and Research Centre, Ernakulam(Current Status)
- 1 year experience at D net Software Systems, Thiruvananthapuram as Accountant.
- 1 year experience at V.A Mohammed Co. ,Ernakulam as Accountant.

## ACADEMICS

Masters of Commerce  
(Finance)  
IHRD College Mavelikkara  
(University of Kerala)  
Bachelor of Commerce  
(Computer Applications)  
(University of Kerala)

## CERTIFICATES

- Microsoft windows applications (Word, Excel, Office, Power point)
- Tally ERP 9 and GST  
(National Skill Development Council)
- Equity Dealer(ASAP)

## LANGUAGES

- English
- Malayalam
- Tamil

## AREA OF INTEREST

- Ability to deal with people dramatically.
- Willing to work in team.
- Disciplined and good etiquette
- Ability to manage people.

## WORK PROFILE

- Preparing Vouchers and Maintaining Cash book
- Preparing Balance sheet and Profit and Loss Account
- Bank Reconciliation
- Payment Follow-up with Clients
- Sales Invoicing
- Payroll Preparation

## CONCLUSION

- I am looking forward to work for an organization, which has a good corporate image which offers me the following criteria in my profile:
  - Greater scope for learning opportunity.
  - Good corporate culture and freedom of operation.
  - Good job enrichment
  - Faster career growth.

## DECLARATION

I hereby declare that the above information is true to the best of my knowledge and can be substantiated with relevant document if required.

**Nayana Elza Alexander**