

Ann Mary Bosco

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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.
Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- ◆ Bookkeeping
- ◆ General Ledger
- ◆ MS Office
- ◆ Data Entry
- ◆ Tally Prime

Work History

- ◆ **Jun 2019 - Accounts Executive**
Aug 2020 *Welcare Hospital, Kochi, Kerala*
 - Gathered financial information, prepared documents and closed books.
 - Completed daily cash functions like account tracking, petty cash maintenance and wage allocations, cash and banking reconciliations.
 - Handled day-to-day accounting processes to drive financial accuracy.
 - Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
 - Prepare ECR Filing and respective payments on monthly basis through EPFO.
 - Maintained accurate and complete documentation to facilitate accounting and filing functions.

Education

- ◆ **Jul 2017 - Master of Arts: Commerce**
Jan 2021 *KMM College of Arts And Science - Thrikakara*
- ◆ **Jun 2014 - Bachelor of Arts: Commerce Computer Application**
Mar 2017 *Bharata Mata College - Thrikakara*
- ◆ **School Education**
Kendriya Vidyalaya No 2 - Naval Base , Kochi , Kerala

Languages

- ◆ English  Very Good
- ◆ Malayalam  Very Good
- ◆ Hindi  Very Good

Interests

- ◆ Art and Craft making
- ◆ Cooking