

## AMBILI R

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Mob :9995422321

Mob :9633728121

### Personal Data

Date of Birth : 31<sup>st</sup> May 1992

Religion : Hindu

Nationality : Indian

Marital status : Married

Languages : English and  
Malayalam

### Areas Of Interests.

Hobbies :Listening Music,  
Internet browsing , Reading Books

### Address

Ram Nivas ,  
Swamippady Cross Road  
Elamakkara P.O  
PIN 682026  
Ernakulam

### Career Objective.

To achieve high career growth through a continuous learning process and keep myself dynamic, visionary and competitive with changing scenario of the world.

### Education Qualification

- ✓ M COM Finance - M G University (Pursuing)
- ✓ B COM Taxation - M G University
- ✓ PLUS TWO (Commerce Maths – Board of Kerala)
- ✓ SSLC (Board of Kerala)

### Skills Profile

- Good interpersonal & time management skills.
- Ability to learn quickly and adapt to any circumstances.
- Highly Organized and efficient.
- Proven leadership skills and ability to motivate.
- Ready to accept challenge

### Experience

- ❖ Balan & Co Chartered Accountant, Ernakulam Accountant (5 Years –Present).
- ❖ Mohan & Company Chartered Accountant – Auditor's Trainee (1 Year).
- ❖ Fast & Safe Transport Company – Computer Operator (2 Years).

### Computer Literacy

- ✓ Advanced knowledge of Accounting package (Tally ERP 9)
- ✓ Proficient Knowledge in MS Office ( MS Excel, MS Word)

### Job Profile

- ✓ Control Over all Accounting & Financial matters.
- ✓ Handling GST Returns.
- ✓ Handling Accounts Payable & receivable.
- ✓ Bank reconciliation & all kinds of Bank Transactions.
- ✓ Finalization of Ledgers.
- ✓ Prepare reports related to sales & Purchases.
- ✓ Generate Invoices & account statements.

**Declaration**

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I hereby declare that the information given in this form is true to do the best of my knowledge and belief.

Place: Ernakulam

Date: 16/07/2022

Ambili .R