

CURRICULUM VITAE

ANUSHA.T.S

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Address for Communication:

Mooleparambil House.
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Pin-682006.

Personal Data:

Husband's Name : Midhun.M.M

Blood group : O+

Age : 26

Date of Birth : 29th May 1996

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Married

Language Speak:

English, Malayalam

Interests:

Listening music

Writing

Career Statement

To attain the post of an *Accountant* in an organization where I can use my accounting expertise to prepare fair and accurate financial documents for the organization and intended to build a career with leading corporate.

KEY SKILLS:

- Excellent in performing arithmetical calculations required for handling the accounts concerned.
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books..
- Proficient with computer literate such as Microsoft Word, Microsoft Excel and Internet.

Academic Qualifications

- ❑ **Post Graduate – MBA (Finance, Marketing)**
- ❑ **Graduate - Bachelor of Science , M G University(India)**
- ❑ **PLUS TWO - Board of Higher Secondary Education, Kerala – India**
- ❑ **SSLC- Board of Kerala – India**

Professional Qualifications

- ❑ **Professional Accountant**
 - **Manual Accounting**
 - **Tally ERP 9, Tally Prime**
 - **Customized Software**
 - **Thorough working knowledge in computerized environment**
- ❑ **Computer Application**
 - **MS Office, Excel and Internet**
 - **Diploma in computer application (DCA)**

Work Experience

Reading

Photography

Software Experience

Ms Word.

Ms Excel.

Tally ERP 9

Tally Prime

Other Some software Ideas.

Relevant Experience In Country.

India - 2 Years

Accountant

Name of the company : M/S S&S Associates

Place : *Manattuparambu – Vypin - Kerala.*

Period : **From 6th August 2019 onwards**

Position : **Accountant**

Reference : **Saji Mathew (8547459049)**

Job Profile :

- *Compile and analyze financial information's 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*
- *Checking time sheets and preparing payroll sheet based on monthly attendance report.*
- *Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.*
- *Reconciliation of banks, creditors, debtors and intercompany accounts*

Date:

Place:

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