

Dona Harold Montho

Accounts Professional with +4 years of experience in Automobile Field.

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Objective

As an experienced Accountant professional with more than **4 years of experience in automobile field**, my skills and Knowledge to be utilized for a reputed firm in a way, that can enhance my oversight of Finance and accounts processes as well as to improve company profit with my output.

Experience

1. **VTJ SUZUKI, KUNDANOOR, ERNAKULAM (September 2018- March 2019)**

JOB ROLE: ACCOUNTS EXECUTIVE

2. **POTHEN AUTOS PVT LTD -MAHINDRA & MAHINDRA LTD (Sept 2017 – July 2018)**

JOB ROLE: ACCOUNTANT CUM CASHIER

3. **POPULAR VEHICLES AND SERVICES PVT LTD - MARUTI SUZUKI INDIA LTD (2015 -2017)**

JOB ROLE: ACCOUNTANT ASSISTANT

Job Responsibilities

Handling daily accounting transactions.

Accounting vehicle retail invoice.

Daily Updating bank balance.

Preparing of bank reconciliation on daily basis.

Preparing bank cheques and cash deposit to bank.

Entering purchase bills, stock transfer receipts etc.

Maintaining accounting documents and records.

Making payments to all vendors. Daily checking cash books

Posting of purchase, sales, payment, receipt collection & journal voucher.

Prepare VAT, TDS and Service Tax

Preparing monthly closing reports.

Monthly wise Intercompany reconciliation.

Making fund arrangements and controlling fund managements.

Skills & Abilities

- Proficient in Microsoft Word/Excel/PowerPoint
- Advanced Microsoft excel skills and basic knowledge of Functions such as **financial, logical and look up functions.**
- Proficient in **Tally ERP 9**

Education

1. Completed **Bachelor of Commerce** From **TKM College of Arts and Science**, Quilon on 2014.
2. Completed **DIPLOMA IN INDIAN AND FORIGEN ACCOUNTING (DIFA)** from G-TECH on 2014.

Language

English	(Speak, Read, Write)
Hindi	(Speak, Read, Write)
Malayalam	(Speak, Read, Write)

Personal Details:

Date of Birth	: 20-10-1989
Gender & Marital Status	: Female and married
Nationality	: Indian
Religion	: Christian (Anglo-Indian)
Address	: Nedunilath (H), Kundannoor Maradu PO Ernakulam Kochin Pin 682304.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DONA HAROLD MONTHO