
DEEPTHI M A

Career objective

I look forward to a challenging career in your esteemed organization where I can be part of an environment that encourages learning, hard work and team spirit.

Experience

Accounting Clerk 07/2012-01/2016

MOSC Medical College Hospital Kolenchery

- Managing all the cash transactions, payment & receipt.
- Balancing the daily account at the end of each day.
- Checking the daily cash balance.
- Interacting with the persons that come to the counter
- Solving all their cash related queries.
- Managing all the debit/credit card transactions.
- Reporting discrepancies they find within the accounts to their superiors.

Accountant Assistant 01/2012-05-2012

SVJS & Associates Company Secretaries

- Maintained Cash Book, Petty Cash Book & payment and receipt vouchers.
- Maintained Books of Accounts in Tally.
- Preparation of profit & loss account and balance sheet.
- Reconciliation with Bank Statement

Teaching Assistant Trainee 06/2008-09/2009

Micro Computer Academy

- Teaching PGDCA (Post Graduate Diploma in Computer Application, Ms-Office, Tally)

Education

M.com (Finance)

Mg. University

B.com (Co-operation)

Mg. University

Declaration

I hereby declare that all the above information conferred by me is true to the best of my knowledge and belief.

Date:

Place: Muvattupuzha



Contact

Mattathil (H)

Pancode(P o)

Vadavucode-682310

+919400684201

deepthimaravind@gmail.com

Personal Details

Date of Birth – 06/08/1985

Marital Status -Married

Languages Known

Malayalam, English, Hindi

Technical Skills

- PGDCA (Post Graduate Diploma in Computer Application) with Tally.
- DIFA (Diploma in Indian and Foreign Accounting).

Deepthi M A

